



GR220 Managing Grant Customer Contracts

June 9, 2013

Table of Contents

GR220.....	1
GR220 Managing Grant Customer Contracts	1
Course Audiences and Prerequisites	2
Understanding Customer (Sponsor) Contracts for Grants.....	3
Lesson 1: Updating Grant Award Contract and Award Profile	4
1.1 Updating Grant Award Reimbursable Contract.....	4
Lesson 2: Monitoring Grant Activity	18
2.1 Reviewing Project Costing Information	18
2.2 Reviewing Grant Information.....	26
2.3 Reviewing Contract Information	34
2.4 Reviewing Billing Information	37
Lesson 3: Closing a Grant, Contract & Project.....	42
3.1 Delivered Project Costing Reports.....	42
3.2 Updating the Billing and Revenue Plan Statuses	55
3.3 Closing a Contract	63
3.4 Closing a Grant Project.....	65
Course Summary	74

GR220

GR220 Managing Grant Customer Contracts

Course Overview

Typically most Federal grants are defined as reimbursable, which means Judiciary funds are expended first and then reimbursed. However, some Federal organizations will allocate funds immediately. These are defined as "Pre-Paid" (non-reimbursable) contracts.

The GEARS Grants application integrates tasks associated with sponsored research and supports the key business processes associated with the administration of sponsored research activities. Grants is not a standalone application, as it leverages functionality delivered within the **Customer Contracts, Project Costing, General Ledger** and **Billing** processes to provide a fully integrated Grants management solution.

The Grants module integrates with Project Costing and Contracts. The Grants module is a component within the Contracts module. The Contracts module contains the rules for billing and revenue recognition. Project collects all associated costs from feeder systems such as: purchasing, payables (vouchers), general ledger (payroll) and assets. Project enables organizations to drill down to the original source document. Grants integrate with Billing through Contracts to manage billing for your awards. Billing generates an invoice which can be utilized by organizations to complete Federal draws. The integration of Receivables with Project Costing provides project managers with accounts receivable items and revenue-related adjustments. As a result, project managers have information about the progress of a project in terms of the outstanding revenue.

The *GR220 Managing Grant Customer Contracts* course discusses how to create and update customer contracts for Federal Grant sponsors.

Course Outline

The following sections and lessons provide information and step-by-step instructions on managing grant customer contracts:

- Course Audiences and Prerequisites
- Lesson 1: Updating Grant Award Contract and Award Profile
- Lesson 2: Monitoring Grant Activity
- Lesson 3: Closing a Grant, Contract & Project
- Course Summary

Training Guide

GR220 Managing Grant Customer Contracts



Course Audiences and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- Administrative Office of the Courts
 - Court Operations
 - Family Administration
 - Office of Problem Solving Courts
- District Court - Headquarters
- Court of Special Appeals
 - Foster Care Court Improvement Project
- Court Related Agencies
 - MACRO
- State Law Library

GEARS Role(s)

This course is intended for Judiciary employees with the following GEARs role(s):

- CA Customer Contracts Functions
- GM Grants Coordinator
- PC Grant Principal Investigator

Prerequisites

The recommended prerequisites for this course are:

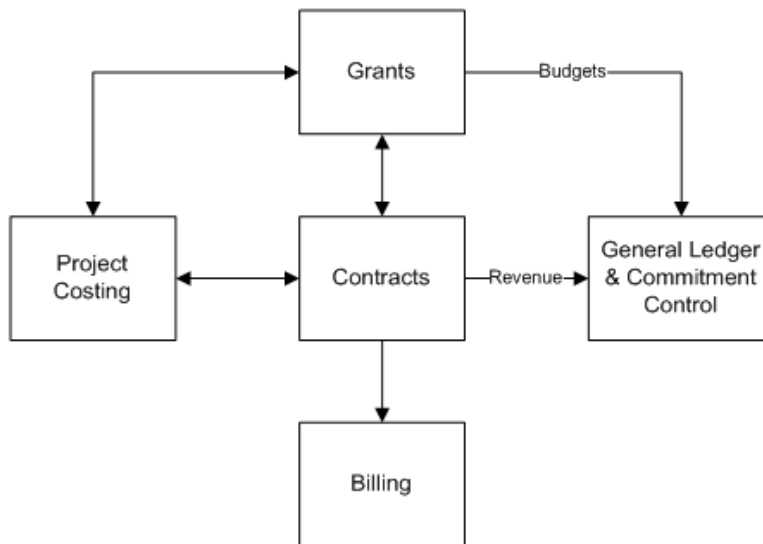
- INT100 Introduction to GEARs
- GR100 Understanding GEARs Grants Management

Understanding Customer (Sponsor) Contracts for Grants

GEARS Grants integrates with GEARS Contracts, GEARS Project Costing, and GEARS General Ledger to enable bill processing for cash and letter of credit awards.

When you run the **Award Generation** process in GEARS Grants, the system automatically generates a contract. This contract represents your funded award and is required for processing any transactions against your award through to GEARS Billing and GEARS General Ledger. The **Contract - General** page captures the agreement information for your award as well as general information relating to the sponsor. The diagram below illustrates the integration between Grants and other GEARS modules.

Grants Integration



Lesson 1: Updating Grant Award Contract and Award Profile

Lesson Overview

The information that you create and maintain in the award profile establishes an award, which is defined as an executed agreement between an institution and a sponsor within the post-award system. An award is associated with one business unit, one billing sponsor, and one award sponsor. Each award must have at least one project and at least one activity. The system provides the bulk of this award setup information when you run the award generation process.

Through the Generate Award process, Grants writes award information to Contracts. This process creates a contract, adds contract lines to the contract, associates grant projects and activities to the contract line, and creates billing and revenue recognition plans. This integration with Contracts enables you to generate bills and recognize revenue for all transactions that are associated to the sponsored awards.

After the award generation process is complete, you can update and maintain award profile and project activity information. Similar to the award profile, most of the project activity and profile information is populated during the award generation process. All transactions associated with an award must be linked to a project and an activity to process the transactions against the award funding. Therefore, you must associate an activity with your award projects. When you run the generate award process, an activity is automatically created. During post award processing, you need to specify any additional activity information that was not already populated by the application.

Lesson Objectives

After completing this lesson, you will be able to:

- Manage milestones, Update Grant Award Contracts and Approve

1.1 Updating Grant Award Reimbursable Contract

After the award generation process is complete, you can update and maintain project activity information. Similar to the award profile, most of the project activity information is populated during the award generation process.

All transactions associated with an award must be linked to a project and an activity to process the transactions against the award funding. Therefore, you must associate an activity with your award projects.



When you run the generate award process, an activity is automatically created. During post award processing, you need to specify any additional activity information that was not already populated by the application.

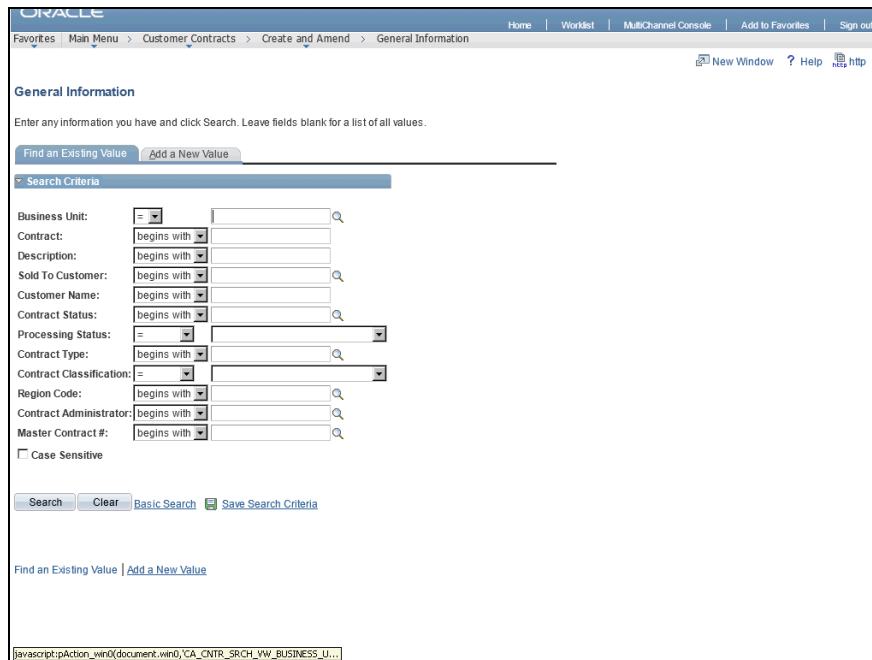
After completing this topic you will be able to:

- Update and review the Grant Award, Customer Contract, Grant Project and Grant Project Activity information.

Procedure

In this topic you will update, review, and activate a grant reimbursable contract. You will be using information about a grant award that has already been created and is currently pending approval.

Step	Action
1.	Click the Customer Contracts link. 
2.	Click the General Information link. 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Customer Contracts | Create and Amend | General Information

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value


Search Criteria

Business Unit: [dropdown] [search]
Contract: [dropdown] [search]
Description: [dropdown] [search]
Sold To Customer: [dropdown] [search]
Customer Name: [dropdown] [search]
Contract Status: [dropdown] [search]
Processing Status: [dropdown] [search]
Contract Type: [dropdown] [search]
Contract Classification: [dropdown] [search]
Region Code: [dropdown] [search]
Contract Administrator: [dropdown] [search]
Master Contract #: [dropdown] [search]
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:pfAction_windo=document.windo,'CA_CNTR_SRCH_VW_BUSINESS_U...

Step	Action
3.	Enter " MDJUD " into the Business Unit field.
4.	Click the Look up Sold To Customer button to focus on contracts related to a particular customer. 

Training Guide

GR220 Managing Grant Customer Contracts



GEARS

General Enterprise And Resource Support

Look Up Sold To Customer

SetID: SHARE

Customer ID: begins with

Name 1: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

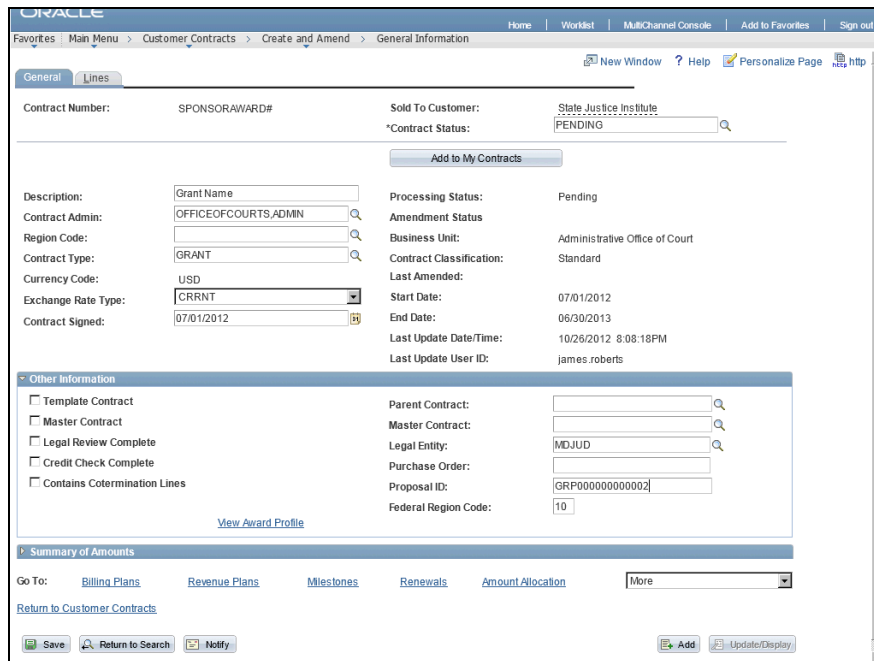
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-88 of 88 Last

Customer ID	Name 1	Telephone	City	State	Postal Code
GM-0000001	State Justice Institute	313-8843	Reston	VA	20190
GM-0000002	Maryland Highway Safety Office	787-4076	Olen Burnie	MD	21060
GM-0000003	STOP Violence Against Women	821-2844	Baltimore	MD	21286-3016
GM-0000004	Edward J. Byrne Justice Assist Grant Pgm	410-821-2830	Baltimore	MD	21286-3016
GM-0000005	Office on Violence Against Women	202-505-9938	Washington	DC	20530
GM-0000006	Bureau of Justice Assistance	202-514-1499	Washington	DC	20530
GM-0000007	Child Support Enforcement Administration (blank)		Baltimore	MD	21201
GM-0000008	Child Support Enforcement Administration	410/767-7054	Baltimore	MD	21201
GM-0000009	ACF/Children's Bureau-Region III	215-861-4612	Philadelphia	PA	19106-3499
JUD01	Alemany County Circuit Court	777-5924	CUMBERLAND	MD	21502
JUD02	Anne Arundel County Circuit Court	222-1397	Annapolis	MD	21401
JUD03	Baltimore County Circuit Court	887-2601	Towson	MD	21204
JUD04	Calvert County Circuit Court	535-1660	Prince Frederick	MD	20678
JUD05	Caroline County Circuit Court	479-1811	Danlon	MD	21629
JUD06	Carroll County Circuit Court	388-2326	Westminster	MD	21157
JUD07	Cecil County Circuit Court	996-1021	Elkton	MD	21921-5943
JUD08	Charles County Circuit Court	932-3201	La Plata	MD	20646
JUD09	Dorchester County Circuit Court	228-0481	Cambridge	MD	21613
JUD10	Frederick County Circuit Court	600-1976	FREDERICK	MD	21701

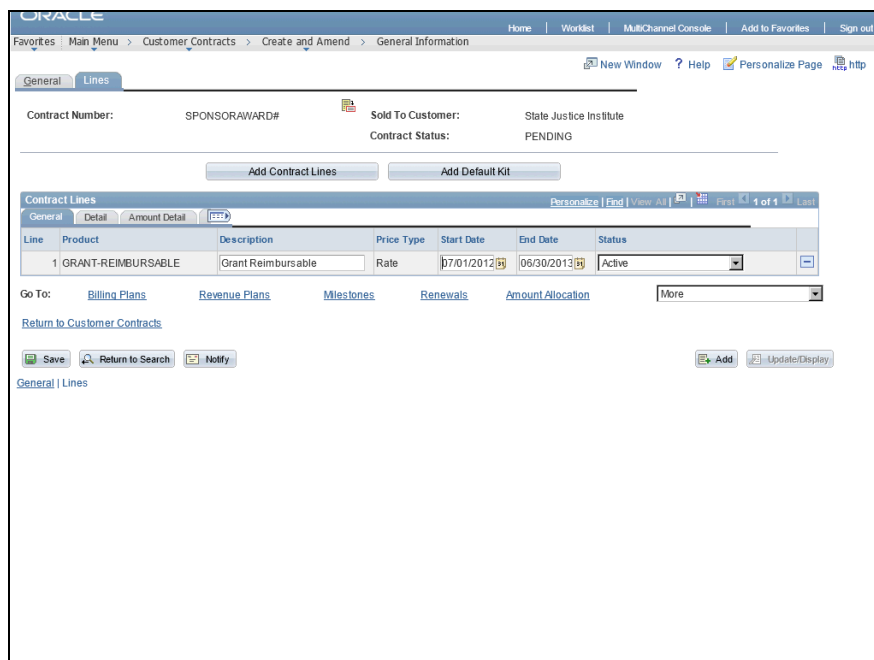
Step	Action
5.	<p>The Look Up Sold To Customer appears.</p> <p>In this example, click the State Justice Institute link.</p> <p>State Justice Institute</p>
6.	<p>Click the Search button.</p> <p>Search</p>
7.	<p>Click the SJI-09-N-156A link.</p> <p>This link is associated with the 10COD-Teen Courts as seen in the description. Its contract status is currently PENDING.</p> <p>SJI-09-N-156A</p>



The screenshot shows the Oracle GR220 Managing Grant Customer Contracts - General Information page. The page is divided into several sections:

- General Information:**
 - Contract Number: SPONSORAWARD#
 - Sold To Customer: State Justice Institute
 - *Contract Status: PENDING
 - [Add to My Contracts](#)
 - Description: Grant Name
 - Contract Admin: OFFICEOFCOURTS.ADMIN
 - Region Code:
 - Contract Type: GRANT
 - Currency Code: USD
 - Exchange Rate Type: CRRNT
 - Contract Signed: 07/01/2012
 - Processing Status: Pending
 - Amendment Status:
 - Business Unit: Administrative Office of Court
 - Contract Classification: Standard
 - Last Amended:
 - Start Date: 07/01/2012
 - End Date: 06/30/2013
 - Last Update Date/Time: 10/26/2012 8:08:18PM
 - Last Update User ID: james.roberts
- Other Information:**
 - ☐ Template Contract
 - ☐ Master Contract
 - ☐ Legal Review Complete
 - ☐ Credit Check Complete
 - ☐ Contains Cotermination Lines
 - Parent Contract:
 - Master Contract:
 - Legal Entity: MDJUD
 - Purchase Order:
 - Proposal ID: GRP000000000002
 - Federal Region Code: 10
 - [View Award Profile](#)
- Summary of Amounts:**
 - Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [More](#)
 - [Return to Customer Contracts](#)
 - [Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
8.	<p>You are now brought to the General Contract Information page. This contains all the details of the contract you have selected.</p> <p>Click the Lines tab to edit the contract at a more granular level.</p> <div>Lines</div>



The screenshot shows the Oracle GR220 Managing Grant Customer Contracts - Lines page. The page is divided into several sections:

- General Information:**
 - Contract Number: SPONSORAWARD#
 - Sold To Customer: State Justice Institute
 - Contract Status: PENDING
 - [Add Contract Lines](#) [Add Default Kit](#)
- Contract Lines:**
 - General | Detail | Amount Detail | [Add](#)
 - Line: 1
 - Product: GRANT-REIMBURSABLE
 - Description: Grant Reimbursable
 - Price Type: Rate
 - Start Date: 07/01/2012
 - End Date: 06/30/2013
 - Status: Active
- Summary of Amounts:**
 - Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [More](#)
 - [Return to Customer Contracts](#)
 - [Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
9.	Enter a valid Start Date . <input type="text" value="07/01/2012"/>
10.	Enter a valid End Date . <input type="text" value="06/30/2013"/>
11.	Click the Detail tab. <input type="button" value="Detail"/>

Oracle
Favorites | Main Menu | Customer Contracts | Create and Amend | General Information | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Contract Number: SJI-09-N-156A Sold To Customer: State Justice Institute
Contract Status: PENDING

[Add Contract Lines](#) [Add Default Kit](#)

Contract Lines
General | Detail | Amount Detail | [More](#)

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	GRANT-REIMBURSABLE	Pending	Pending	Contract Terms	Distribution	Internal Notes	State Justice Institute

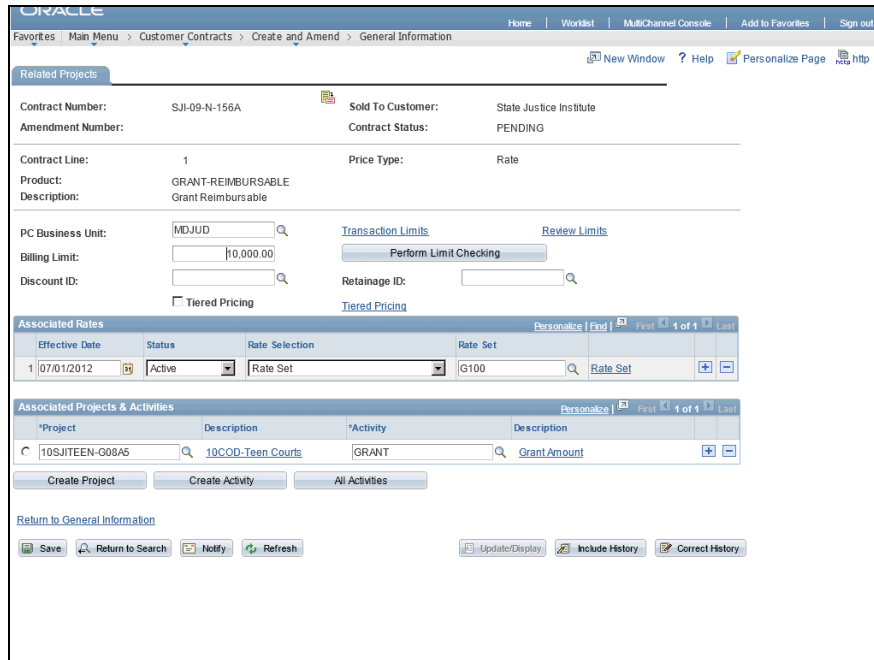
Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [More](#)





[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

General | Lines

javascript:submitAction_wnd(document.wnd,PROJECTSPD);

Step	Action
12.	Click the Contract Terms link. Contract Terms



Step	Action
13.	Enter the desired information into the Billing Limit field. Enter " 1000000 ". You are now making the Contract limit \$100,000. Any billable expense transactions that cause the total expenses to exceed this limit will create over the limit transactions and not billable transactions.
14.	Enter the desired information into the Effective Date field. Enter " a valid effective date ".
15.	Click in the Rate Set field. Enter " G100 " for example. Note: This value should have defaulted from the Grant business unit. 
16.	Click on the Look Up Project Button . Click on a valid value e.g. " AOCPROJECT# ". Note: This value should have defaulted from the Generate Award page. 
17.	Click on the Look Up Grant Name Button . Click on a valid value e.g. " GRANT ". 
18.	Click the Return to General Information link. 

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

New Window ? Help Personalize Page http

General | Lines

Contract Number: SPONSORAWARD# Sold To Customer: State Justice Institute
*Contract Status: PENDING

Add to My Contracts

Description: Grant Name Processing Status: Pending
Contract Admin: OFFICEOFCOURTS.ADMIN Amendment Status
Region Code: Business Unit: Administrative Office of Court
Contract Type: GRANT Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Start Date: 07/01/2012
Contract Signed: 07/01/2012 End Date: 06/30/2013
Last Update Date/Time: 10/26/2012 8:08:18PM
Last Update User ID: james.roberts


Other Information
Summary of Amounts

Go To: Billing Plans Revenue Plans Milestones Renewals Amount Allocation More

Save Return to Search Notify Add Update/Display

General | Lines

javascript:submitAction_wip0(document.wip0,CA_LABEL_WRK_CA_GROUP...

Step	Action
19.	Click the Expand button for Other Information. 
20.	Click the View Award Profile link. View Award Profile

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

New Window ? Help Personalize Page http

Award Funding Resources Certifications Terms Milestones Key Words Funding Inquiry

Award ID: SPONSORAWARD#
Reference Award Number:

Title: Grant Name
Long Description: Grant Name longer description

Award PI: OFFICEOFCOURTS.ADMIN Reporting Role
Sponsor: State Justice Institute
Post Award Administrator:
Purpose: COD
Status: Accepted
Award Type: Grant
CFDA: 93.586
Proposal ID: GRP000000000002
Version ID: V101
Start Date: 07/01/2012
End Date: 06/30/2013

View Contract View Proposal Additional Information Grant Administrator Sponsor Website

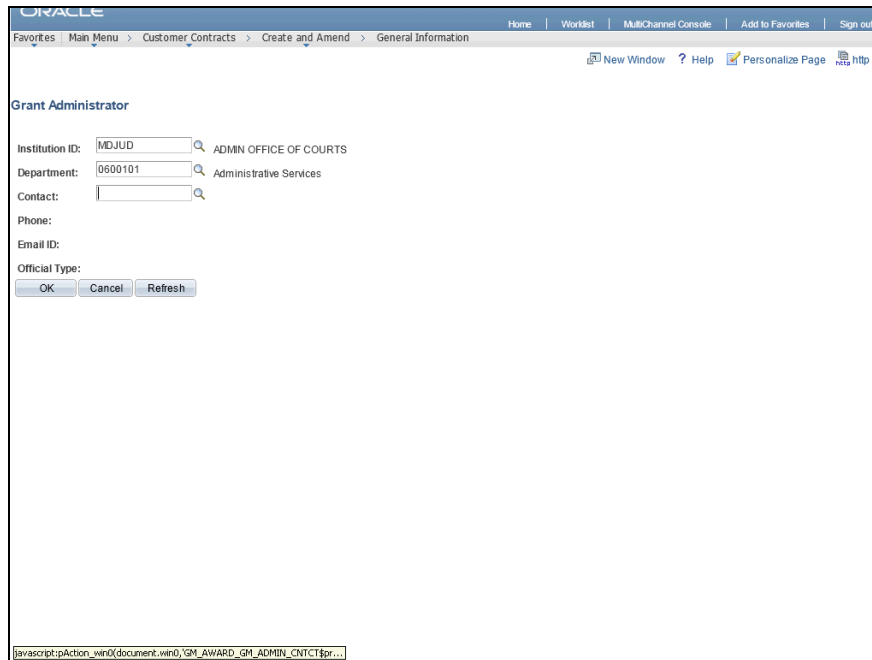
Primary Project PI: OFFICEOFCOURTS.ADMIN


Associated Project

PC Business Unit	Project	Description
MDJUD	ACCPROJECT#	Grant Name

Go To: Sponsor Protocols Attributes Department Credit Notebook Award Modifications

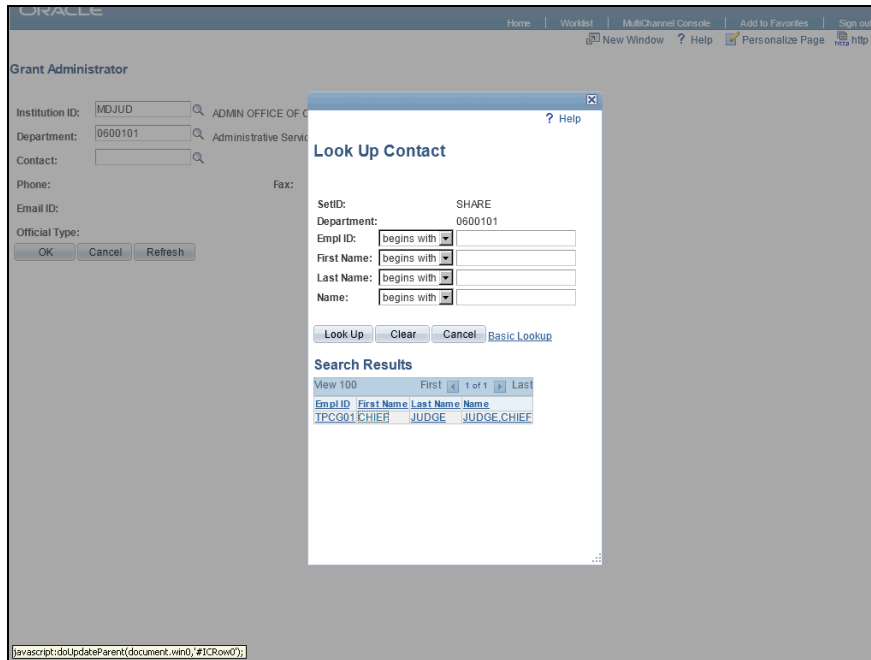
Step	Action
21.	<p>You are now viewing the Award ID page. This page allows you to edit the award description, status, type and other related information.</p> <p>Enter the desired information into the Reference Award Number field. Enter "SPONSORAWARD#".</p>
22.	Click on the Grant Administrator link.



Step	Action
23.	<p>Click the Look up Contact button.</p> 

Training Guide

GR220 Managing Grant Customer Contracts



Grant Administrator

Institution ID: MDJUD ADMIN OFFICE OF C

Department: 0600101 Administrative Service

Contact:

Phone: Fax:

Email ID:

Official Type:

OK Cancel Refresh

Look Up Contact

SetID: SHARE

Department: 0600101

Empl ID: begins with

First Name: begins with

Last Name: begins with

Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Empl ID	First Name	Last Name	Name
TPCG001	CHIEF	JUDGE	JUDGE,CHIEF

[javascript:doUpdateParent(document.window,'TCRowID')]

Step	Action
24.	In this example, Click the CHIEF link. The names that are available came from the Support Team-Team Member configuration. Use the value 'Default'. CHIEF
25.	Click the OK button. OK
26.	Click the Terms tab. Terms



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
Favorites | Main Menu > Customer Contracts > Create and Amend > General Information
Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry
New Window | ? Help | Personalize Page | http

Award ID SPONSORAWARD#
Reference Award Number SPONSORAWARD#
Award Title Grant Name
Award PI OFFICEOFCOURTS,ADMIN
Primary Project PI OFFICEOFCOURTS,ADMIN


Details
Project AOCPROJECT# Grant Name Project PI OFFICEOFCOURTS,ADMIN
Find | View All | First | 1 of 1 | Last

Detail
Find | View All | First | 1 of 1 | Last
*Terms & Conditions
Description
Explanation:

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications
Return to General Information

Save Return to Search Notify Refresh
Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

javascript:pfAction_win0(document.win0,'GM_AWARD_TERMS_GUIDE_ID\$prom...

Step	Action
27.	<p>You are now about to update the terms and conditions for the specific grant you are awarding.</p> <p>Click the Look up Terms & Conditions button.</p> 

Training Guide

GR220 Managing Grant Customer Contracts



Look Up Terms & Conditions

SetID: SHARE

Guideline ID:

Short Description:




[Basic Lookup](#)

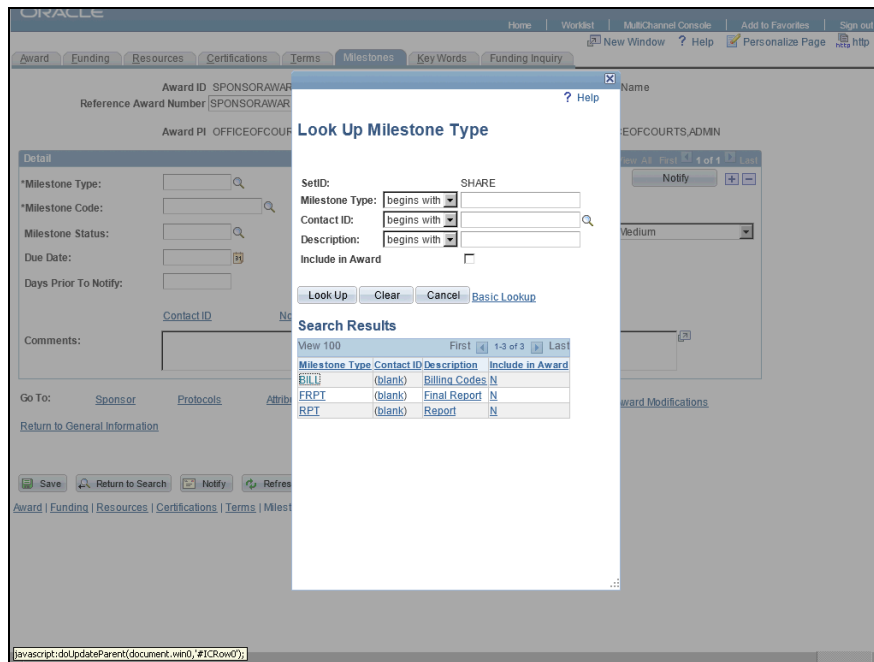
Search Results

View 100 First

Guideline ID	Short Description	Description
A-102	A-102	OMB Circular A-102 Grants and Cooperative Agreements with State and Local Governments
A-110	A-110	OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
A-122	A-122	OMB Circular A-122 Cost Principles for Nonprofit Organizations
A-133	A-133	OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Institutions
A-21	A-21	OMB Circular A-21 Cost Principles for Educational Institutions
A-87	A-87	OMB Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments
BUYUS	Amer. Made	Purchase American made items
C-01	C-01	Award Period
C-02	C-02	Statutes and Requirements of State and Federal Funds
C-03	C-03	Policies and Procedures - General and Special Conditions
C-04	C-04	Sub-award Award Acceptance Document
C-05	C-05	Project Commencement Form Notification and/or Delay
C-06	C-06	Civil Rights Questionnaire
C-07	C-07	Start Date of the Period of Award / Termination of Award
C-08	C-08	Goals, Objectives, and Plans of project
C-09	C-09	Sub-award Budget Notice and New Personnel
C-10	C-10	Supplanting
C-11	C-11	Expanded Grant Funds During Award Period
C-12	C-12	Expanded Grant Funds During Award Period
C-13	C-13	Changes/Modifications to Sub-award
C-14	C-14	Changes to Key Personnel Salary
C-15	C-15	Authorized Official Change
C-16	C-16	Alternate Authorized Signature List
C-17	C-17	Other documents

(javascript:doUpdateParent(document.window, '#1CRowID'))

Step	Action
28.	Click the A-102 Guideline ID link. 
29.	Click the Milestones tab. 
30.	Click the Look up Milestone Type button. 





Oracle GR220 interface showing the 'Look Up Milestone Type' dialog box. The dialog box is titled 'Look Up Milestone Type' and contains the following fields:

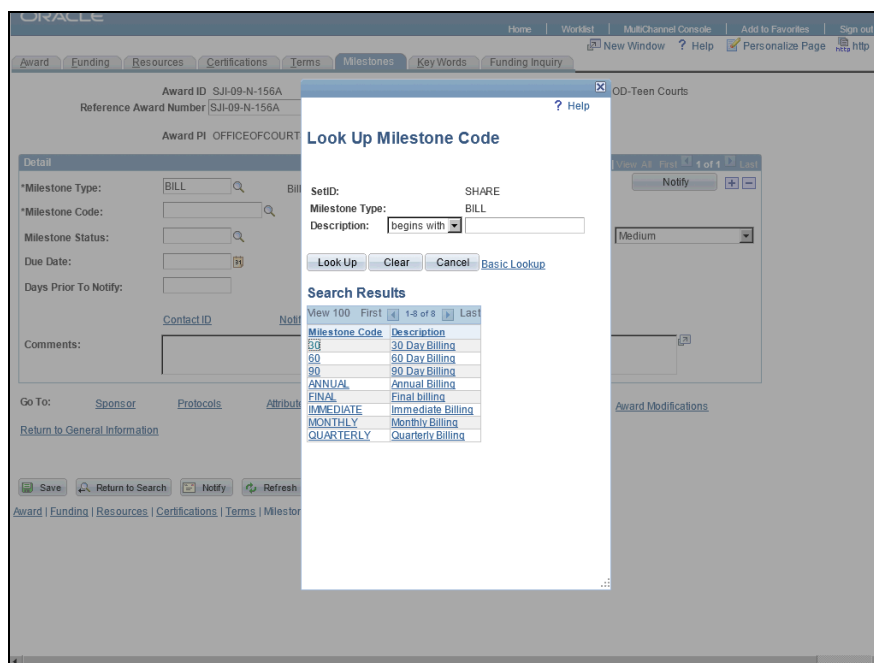
- SetID: SHARE
- Milestone Type: begins with
- Contact ID: begins with
- Description: begins with
- Include in Award: ☐

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results:

Milestone Type	Contact ID	Description	Include in Award
BILL	(blank)	Billing Codes	N
FRPT	(blank)	Final Report	N
RPT	(blank)	Report	N

Step	Action
31.	Click in the BILL Milestone Type field. 
32.	Click the Look up Milestone Code button. 



Oracle GR220 interface showing the 'Look Up Milestone Code' dialog box. The dialog box is titled 'Look Up Milestone Code' and contains the following fields:

- SetID: SHARE
- Milestone Type: BILL
- Description: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results:

Milestone Code	Description
30	30 Day Billing
60	60 Day Billing
90	90 Day Billing
ANNUAL	Annual Billing
FINAL	Final Billing
IMMEDIATE	Immediate Billing
MONTHLY	Monthly Billing
QUARTERLY	Quarterly Billing

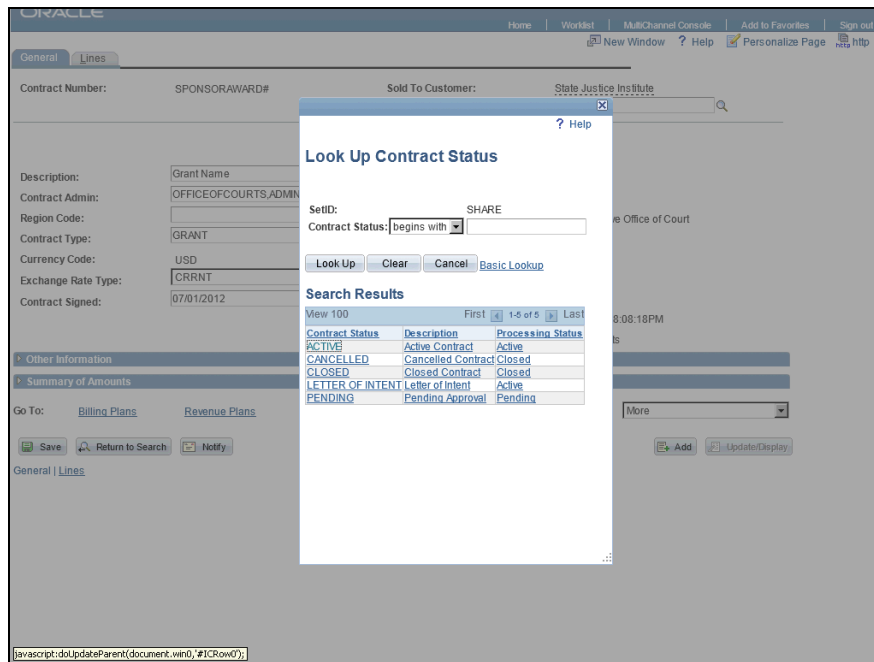
Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
33.	Click the QUARTERLY link.
34.	Enter the desired information into the Due Date field. Enter " a valid Due Date ".
35.	Enter the desired information into the Days Prior To Notify field. Enter " 15 " for this example.
36.	Click the Save button.
37.	Click the Return to General Information link.

Step	Action
38.	Click the Look up Contract Status button.



The screenshot shows the Oracle GR220 Managing Grant Customer Contracts interface. A 'Look Up Contract Status' dialog box is open, displaying search criteria and results. The background form shows contract details for 'SPONSORAWARD#'. The dialog box includes fields for 'SetID' (SHARE), 'Contract Status' (begins with), and buttons for 'Look Up', 'Clear', and 'Cancel'. Below these is a 'Search Results' table with columns for Contract Status, Description, and Processing Status.

Contract Status	Description	Processing Status
ACTIVE	Active Contract	Active
CANCELLED	Cancelled Contract	Closed
CLOSED	Closed Contract	Closed
LETTER OF INTENT	Letter of Intent	Active
PENDING	Pending Approval	Pending

Step	Action
39.	Click the ACTIVE link. Note: The userid security may need to be changed to allow processing to occur. ACTIVE
40.	Verify that the Processing Status has changed to ACTIVE . Once you are finished reviewing the information you have just entered, click the Save button.
41.	You have successfully completed the <i>Updating Grant Award Contract & Approve</i> topic. You have learned how to: - Update a grant customer contract - Activate the customer contract End of Procedure.

Lesson 2: Monitoring Grant Activity

Lesson Overview

Project analysis is the process of analyzing internal or external projects to measure actual and budgeted costs. Within Project Costing, you will periodically assess project data as you accumulate resource transactions. Project Costing includes a variety of project analysis procedures to help you review and update the project data.

Lesson Objectives

After completing this lesson, you will be able to:

- Review and analyze Project Costing, Grant, Contract and Billing information for your grant

2.1 Reviewing Project Costing Information

Project Costing provides several different ways to analyze project data. Before you can begin analyzing project data, you must create at least one project, project activities, and transactions that have been assigned resource IDs. Once you establish a project and enter data directly through interfaces with other GEARS applications, you can use the pages in Project Costing to view a list of all project manager projects, display real-time project information that is pulled from the project summary tables, and display all resource transactions for a selected project.




In this topic the Manager Transaction Review and Flexible Analysis features for analyzing project data will be explored.

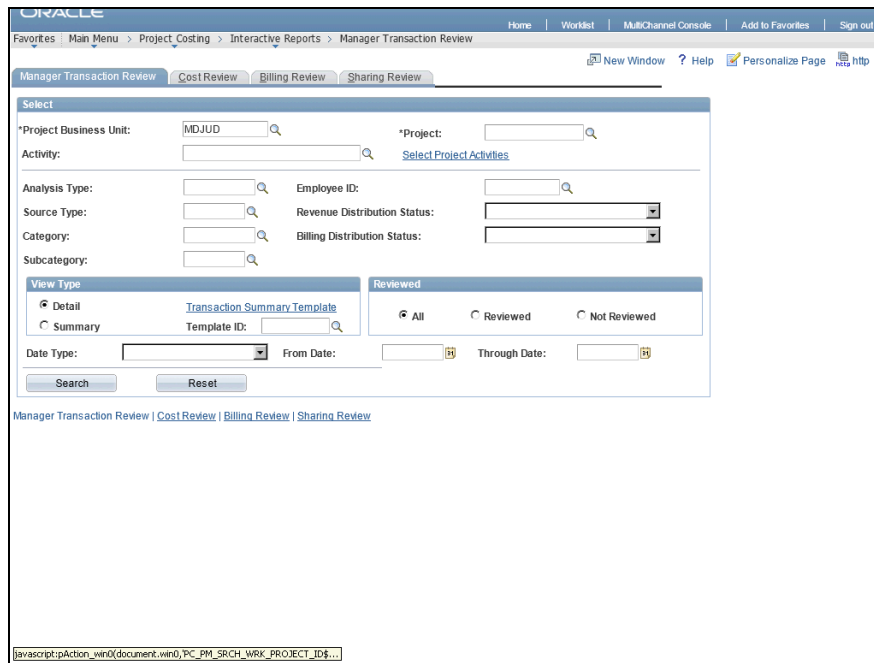
After completing this topic you will be able to:


- Use the Manager Transaction Review and Flexible Analysis to view and analyze project data.

Procedure

In this topic, you will review and verify project costing information that has already been generated.

Step	Action
1.	Click the Project Costing link. 
2.	Click the Interactive Reports link. 
3.	Click the Manager Transaction Review link. 



Step	Action
4.	<p>You are now viewing the Manager Transaction Review page, which contains information regarding grant or project amount, billing and sharing status.</p> <p>Click the Look up Project button.</p> 

Training Guide

GR220 Managing Grant Customer Contracts

Oracle Manager Transaction Review interface. A 'Look Up Project' dialog box is open, showing search results for projects. The results table is as follows:


Project	Description
AOCPROJECT#	Grant Name
JISPROJ1	Unit Test PC
TESTPC	Test Project
UNITTEST-GMCAPC	Unit Test Grant Proposal to A
UNITTEST-PC	Unit Test PC
UNITTEST-PCCAGM	Grant Reimbursable

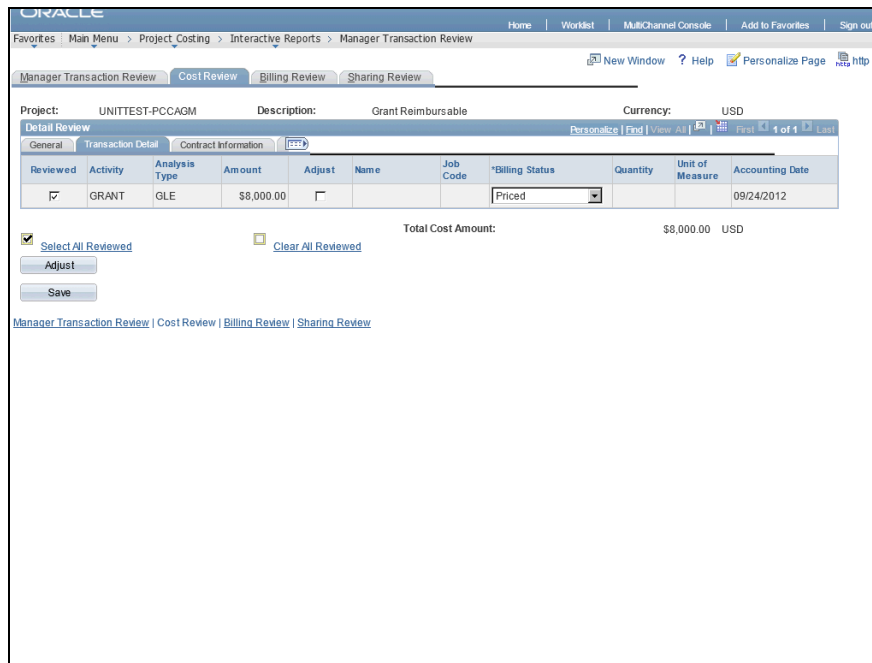
Step	Action
5.	Click the UNITTEST-PCCAGM link. UNITTEST-PCCAGM
6.	Click the Search button. Search

Oracle Manager Transaction Review interface. The 'Detail Review' section is active, showing a table of reviewed transactions. The table is as follows:

Reviewed	Activity	Analysis Type	Amount	Adjust	Source Type	Category	Subcategory	Target
<input checked="" type="checkbox"/>	GRANT	GLE	\$8,000.00	<input type="checkbox"/>				Target

Total Cost Amount: \$8,000.00 USD

Step	Action
7.	Click the Transaction Detail tab. 



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Project: UNITTEST-PCCAGM Description: Grant Reimbursable Currency: USD

Detail Review
General | Transaction Detail | Contract Information


Reviewed	Activity	Analysis Type	Amount	Adjust	Name	Job Code	*Billing Status	Quantity	Unit of Measure	Accounting Date
<input checked="" type="checkbox"/>	GRANT	GLE	\$8,000.00	<input type="checkbox"/>			Priced			09/24/2012

Total Cost Amount: \$8,000.00 USD

☒ Select All Reviewed ☐ Clear All Reviewed

Adjust Save

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Step	Action
8.	Review the information on this tab. Be sure that the Reviewed Option is selected after you review it. Click the Contract Information tab. 

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Project: UNITTEST-PCCAGM Description: Grant Reimbursable Currency: USD

Detail Review

General | Transaction Detail | Contract Information | [222]

Reviewed	Activity	Analysis Type	Amount	Adjust	Contract	Contract Line Number	Customer ID	Customer Name	System Source
<input checked="" type="checkbox"/>	GRANT	GLE	\$8,000.00	<input type="checkbox"/>	UNITTEST-CA	1	GM-0000001	State Justice Institute	GL Batch

Total Cost Amount: \$8,000.00 USD

☒ Select All Reviewed ☐ Clear All Reviewed

Adjust

Save

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Step	Action
9.	<p>Again, review this information and verify that all the fields are filled. Once reviewed, make sure the Reviewed Option is selected.</p> <p>Click the Cost Review tab.</p> <p>Cost Review</p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Project: UNITTEST-PCCAGM Description: Grant Reimbursable Currency: USD

Detail Review

General | Transaction Detail | Contract Information | [222]

Reviewed	Activity	Analysis Type	Amount	Adjust	Source Type	Category	Subcategory	Target
<input checked="" type="checkbox"/>	GRANT	GLE	\$8,000.00	<input type="checkbox"/>				Target

Total Cost Amount: \$8,000.00 USD


☒ Select All Reviewed ☐ Clear All Reviewed

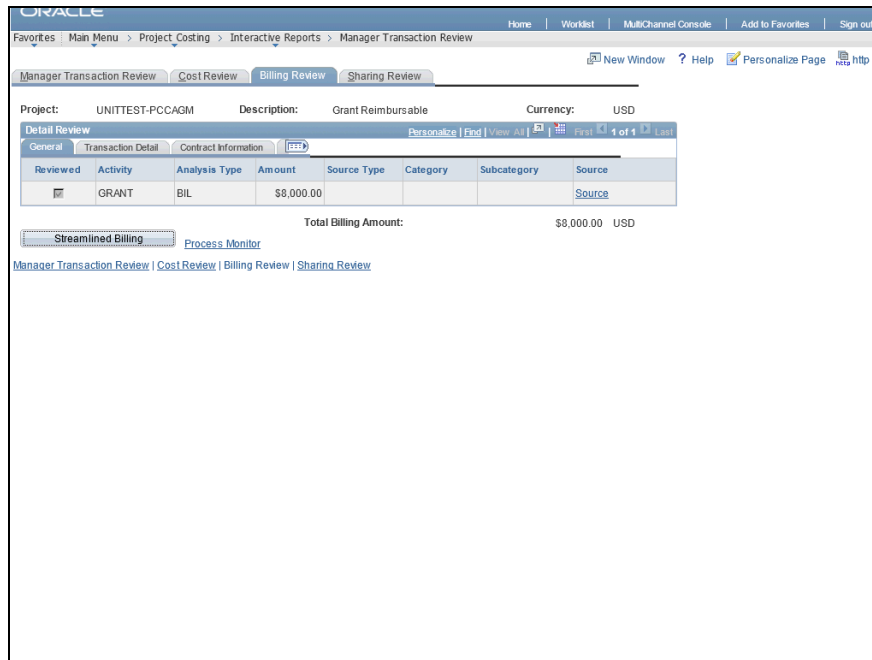
Adjust

Save

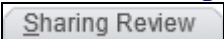
Manager Transaction Review | Cost Review | Billing Review | Sharing Review

[javascript: submitAction_win0(document.win0, #1[Panel3]);]

Step	Action
10.	Click the Billing Review tab. 



The screenshot shows the Oracle Manager Transaction Review - Billing Review page. The page header includes navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review. The page has four tabs: Manager Transaction Review, Cost Review, Billing Review (selected), and Sharing Review. The project details are: Project: UNITTEST-PCCAGM, Description: Grant Reimbursable, Currency: USD. The Detail Review section has tabs: General, Transaction Detail, Contract Information, and Personalize. The Transaction Detail tab is active, showing a table with columns: Reviewed, Activity, Analysis Type, Amount, Source Type, Category, Subcategory, and Source. The table contains one row: GRANT, BIL, \$8,000.00, and Source. The Total Billing Amount is \$8,000.00 USD. There are buttons for Streamlined Billing and Process Monitor. At the bottom, there are links for Manager Transaction Review, Cost Review, Billing Review, and Sharing Review.

Step	Action
11.	Review the Billing information on this page. Click the Sharing Review tab. 

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

New Window ? Help Personalize Page http

Project: UNITTEST-POCAGM Description: Grant Reimbursable Currency:

Detail Review

General Transaction Detail Contract Information

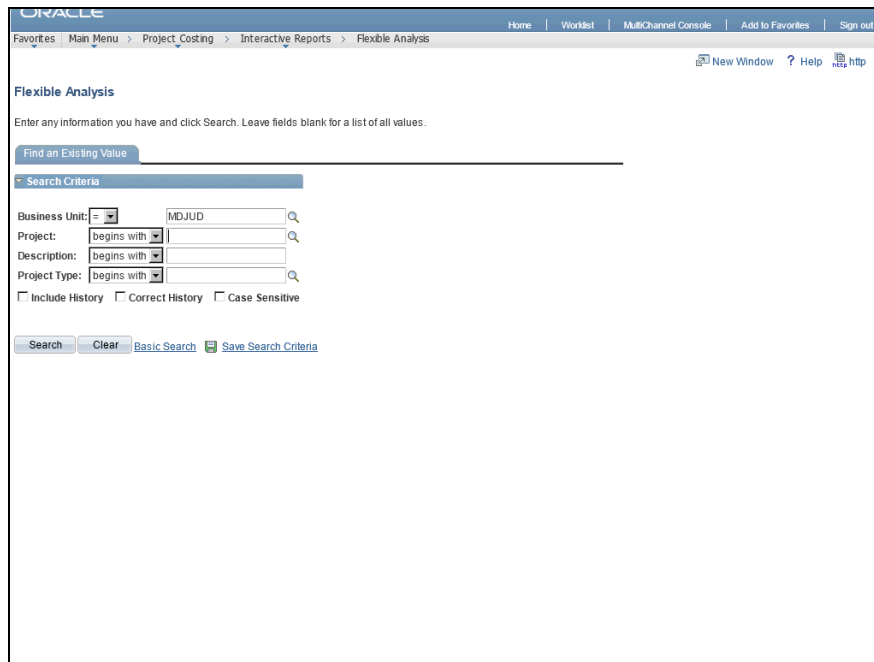
Reviewed Activity Analysis Type Amount Source Type Category Subcategory Source

			\$0.000				Source
--	--	--	---------	--	--	--	--------

Total Sharing Amount: \$0.00

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Step	Action
12.	Once you have reviewed the Cost, Billing and Sharing fields click the Home link to analyze the information. Home
13.	Click the Project Costing link. Project Costing
14.	Click the Interactive Reports link. Interactive Reports
15.	Click the Flexible Analysis link. Note: A default template needs to be setup the first time this functionality is used. Flexible Analysis



Oracle
 Favorites | Main Menu > Project Costing > Interactive Reports > Flexible Analysis
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help http


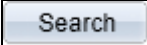
Flexible Analysis
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

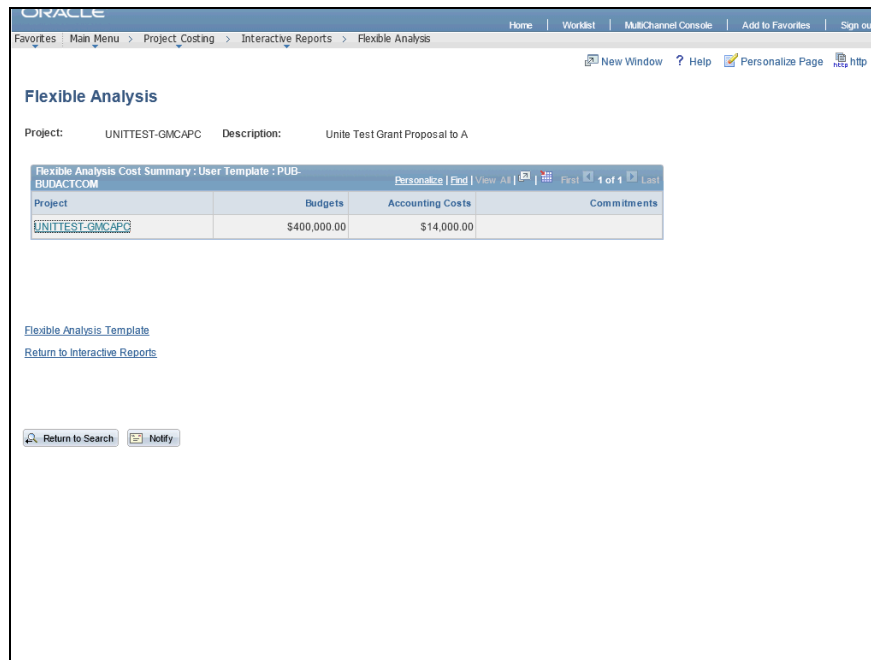
Business Unit: MDJUD
 Project: begins with
 Description: begins with
 Project Type: begins with
☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
16.	Click the Look up Project button. 
17.	Click the UNITTEST-GMCAPC link. <u>UNITTEST-GMCAPC</u>
18.	Click the Search button. 

Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
19.	<p>The Flexible Analysis page allows you see your budget versus cost for the particular Project you have selected. The Flexible Analysis Template will need to be created before this information will be displayed.</p> <p>Click the Return to Interactive Reports link.</p> <p>Return to Interactive Reports</p>
20.	<p>You have successfully completed <i>Reviewing Project Costing Information</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Review your Project Costing information. <p>End of Procedure.</p>

2.2 Reviewing Grant Information

Once you implement Grants and begin generating proposals, awards, and budgets, you can review the inventory of awards and proposals as well as view the projected budget and revenue information and variances in budgeted and actual amounts.




In this topic you will review award inventories, projected budget and revenue information, project variances, and proposal inventories.

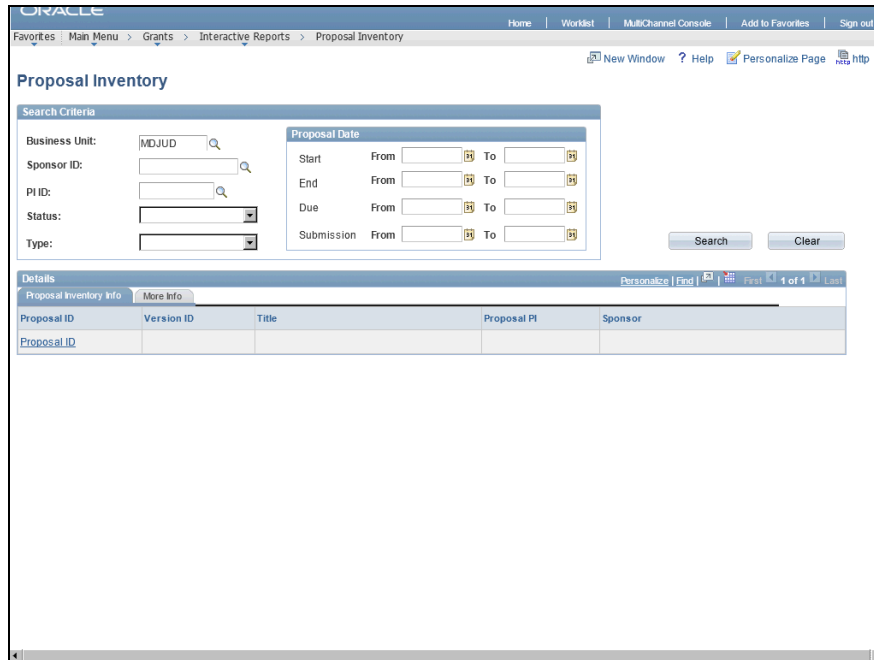
After completing this topic you will be able to:

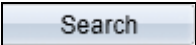
- Navigate through and review award inventories, projected budget and revenue information, project variances, and proposal inventories.

Procedure

In this topic, you will be reviewing previously loaded Grant information.

Step	Action
1.	Click the Grants link. 
2.	Click the Interactive Reports link. 
3.	Click the Proposal Inventory link. 



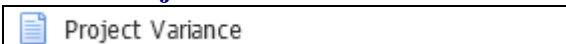


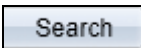
Step	Action
4.	In order to search for the specific grant that we want to review, we need to identify certain criteria; starting with the Business Unit. MDJUD should show automatically in the Business Unit field. If not, enter MDJUD , then click the Search button. 

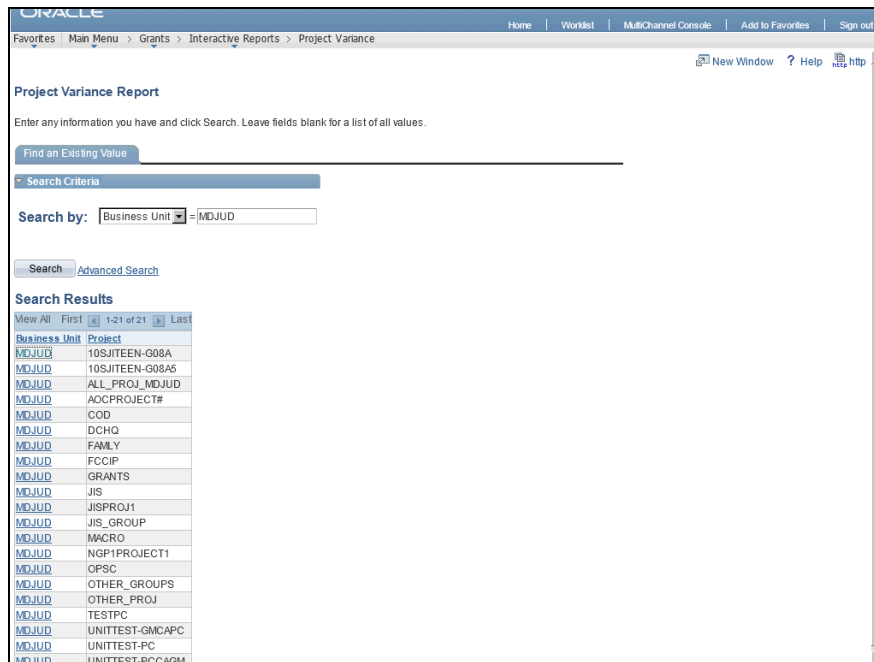
Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
5.	Be sure that the Award ID " UNITTEST-GMCAPC " is displayed below as this is the Award you will be reviewing. Click the More Info tab for additional information. 
6.	Click the Interactive Reports menu. 
7.	Click the Project Variance menu. 

Step	Action
8.	Enter the desired information into the = field. Enter " MDJUD ".
9.	Click the Search button. 



Project Variance Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Business Unit = MDJUD

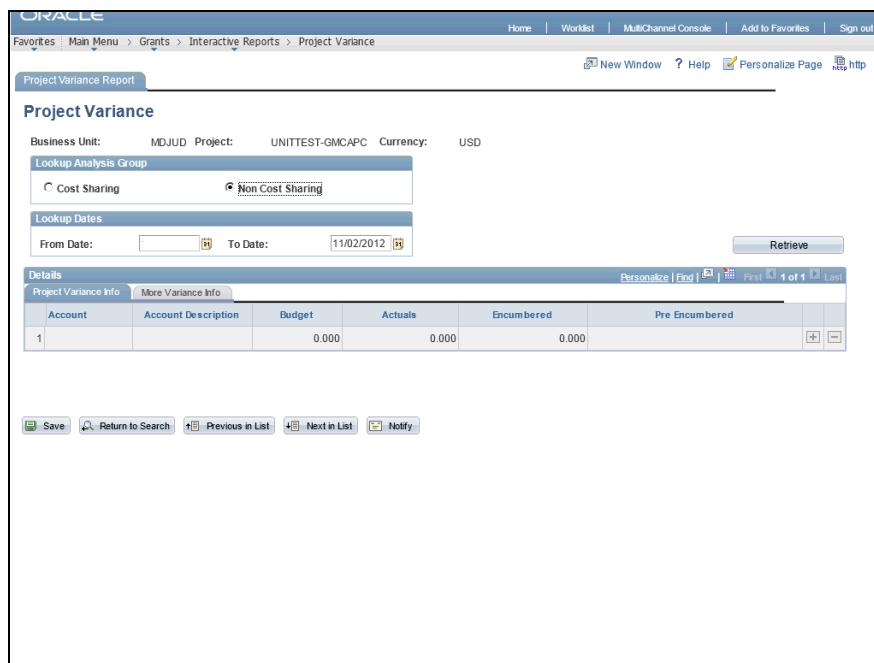
Search Advanced Search

Search Results

View All First 1-21 of 21 Last

Business Unit	Project
MDJUD	10SJITEEN-008A
MDJUD	10SJITEEN-008A6
MDJUD	ALL_PROJ_MDJUD
MDJUD	ACCPROJECT#
MDJUD	COD
MDJUD	DCHQ
MDJUD	FAMILY
MDJUD	FCCIP
MDJUD	GRANTS
MDJUD	JIS
MDJUD	JISPROJ1
MDJUD	JIS_GROUP
MDJUD	MACRO
MDJUD	NGP1PROJECT1
MDJUD	OPSC
MDJUD	OTHER_GROUPS
MDJUD	OTHER_PROJ
MDJUD	TESTPC
MDJUD	UNITTEST-GMCAPC
MDJUD	UNITTEST-PC
MDJUD	UNITTEST-PCAGM

Step	Action
10.	Click the MDJUD link associated with the " UNITTEST-GMCAPC " Project. MDJUD



Project Variance Report

Business Unit: MDJUD Project: UNITTEST-GMCAPC Currency: USD

Lookup Analysis Group

☐ Cost Sharing ☒ Non Cost Sharing

Lookup Dates

From Date: To Date: 11/02/2012

Retrieve

Details

Project Variance Info More Variance Info

Account	Account Description	Budget	Actuals	Encumbered	Pre Encumbered
1		0.000	0.000	0.000	

Save Return to Search Previous in List Next in List Notify

Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
11.	Use the Project Variance Report page to review variances in budgeted and actual amounts as well as balances for selected projects.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Grants > Interactive Reports > Project Variance

New Window ? Help Personalize Page http

Project Variance Report

Project Variance

Business Unit: MDJUD Project: UNITTEST-GMCAFC Currency: USD

Lookup Analysis Group

☐ Cost Sharing ☒ Non Cost Sharing

Lookup Dates

From Date: To Date: 11/02/2012

Retrieve

Details

Project Variance Info More Variance Info

Account	Account Description	Budget	Actuals	Encumbered	Pre Encumbered
1		0.000	0.000	0.000	

Save Return to Search Previous in List Next in List Notify

Step	Action
12.	Enter the desired information into the From Date field. Enter " 07/01/12 ".
13.	Enter the desired information into the To Date field. Enter " 06/30/13 ".

ORACLE
 Favorites | Main Menu > Grants > Interactive Reports > Project Variance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Project Variance Report New Window ? Help Personalize Page http

Project Variance
 Business Unit: MDJUD Project: UNITTEST-GMCAFC Currency: USD

Lookup Analysis Group
☐ Cost Sharing ☒ Non Cost Sharing

Lookup Dates
 From Date: 07/01/2012 To Date: 06/30/2013 Retrieve

Details Personalize Find 1 of 1 Last

Account	Account Description	Budget	Actuals	Encumbered	Pre Encumbered
1		0.000	0.000	0.000	

Save Return to Search Previous in List Next in List Notify

Step	Action
14.	Click the Cost Sharing option. <div> <input type="radio"/> Cost Sharing </div>
15.	Click the Retrieve button. <div> Retrieve </div>
16.	Click the Interactive Reports menu. <div> Interactive Reports </div>
17.	Click the Project Forecast menu. <div> Project Forecast </div>

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Grants > Interactive Reports > Project Forecast

New Window ? Help http

Project Forecast Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

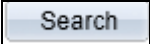
Find an Existing Value

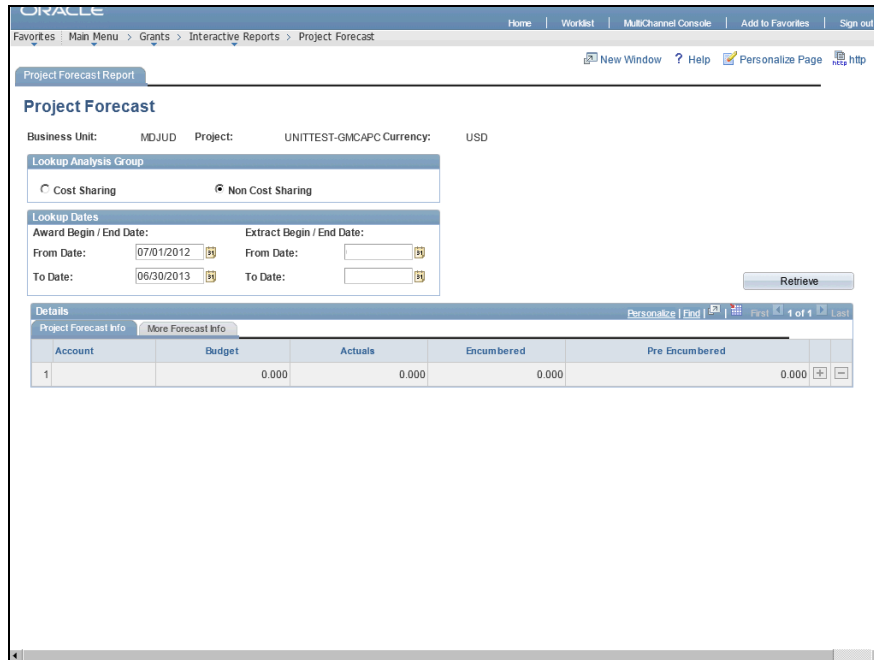
Search Criteria


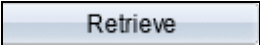
Business Unit:

Project:

Search Clear Basic Search Save Search Criteria

Step	Action
18.	Enter the desired information into the Look up Business Unit field. Enter "MDJUD" .
19.	Enter the desired information into the Project field. Enter "UNITTEST-GMCAPC" .
20.	Click the Search button. 



Step	Action
21.	Use the Project Forecast Report page to review projected budget and revenue information for selected projects.
22.	Enter the desired information into the From Date field. Enter " 07/01/12 ".
23.	Enter the desired information into the To Date field. Enter " 06/30/13 ".
24.	Click the Cost Sharing option.  Cost Sharing
25.	Click the Retrieve button. 

Training Guide

GR220 Managing Grant Customer Contracts



Oracle Project Forecast Report

Business Unit: MDJUD Project: UNITTEST-GMCAPC Currency: USD

Lookup Analysis Group: ☒ Cost Sharing ☐ Non Cost Sharing

Lookup Dates: Award Begin / End Date: From Date: 07/01/2012 To Date: 06/30/2013 Extract Begin / End Date: From Date: 07/01/2012 To Date: 06/30/2013

Retrieve

Details: Project Forecast Info More Forecast Info

Account	Budget	Actuals	Encumbered	Pre Encumbered
1 0101	0.000	7,000.000	0.000	0.000
2 0872	400,000.000	7,000.000	0.000	0.000

Step	Action
26.	You can now view the Grant Information in terms of budget amounts for the Project selected; in this case, " UNITTEST-GMCAPC ".
27.	<p>You have successfully completed <i>Reviewing Grant Information</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Review the grant information <p>End of Procedure.</p>

2.3 Reviewing Contract Information



In this topic the **Contracts Workbench** will enable you to view all the information related to Contracts, Grants, and Project Costing modules through a single workspace. You can view the current status or the required update to any major, related entity such as a contract line, a project, or an activity.

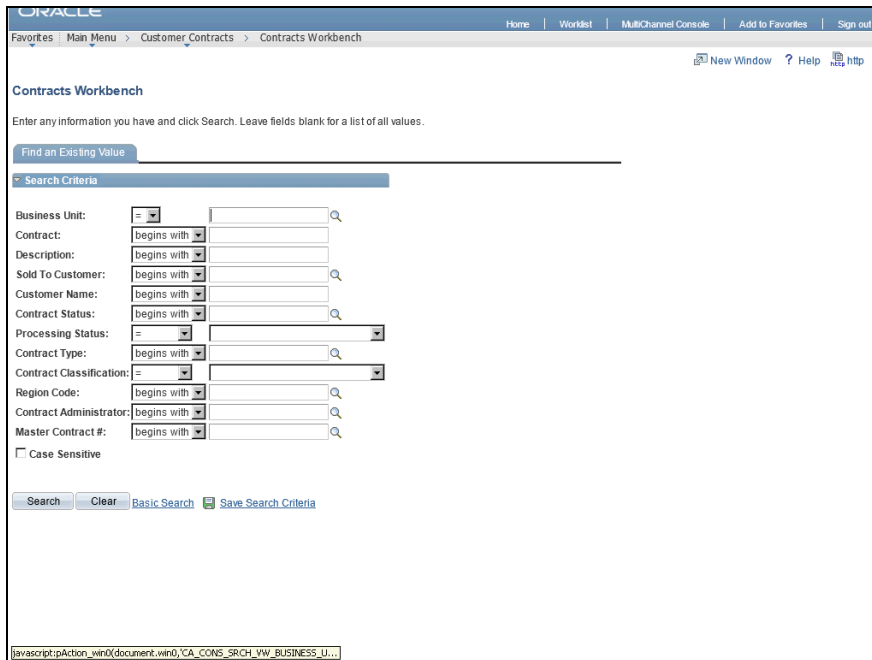
After completing this topic you will be able to:


- Navigate through and review Contracts, Grants and Project Costing information in one place.

Procedure

In this topic, you will use the **Contracts Workbench** to view Contracts, Grants, and Project Costing information for a single grant. You can view the current status or the required update to any major, related entity such as a contract line, a project, or an activity.

Step	Action
1.	Click the Customer Contracts link. 
2.	Click the Contracts Workbench link. 



Step	Action
3.	Click the Look up Business Unit button. 

Training Guide

GR220 Managing Grant Customer Contracts

Contracts Workbench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [dropdown] [text field]
 Contract: [dropdown] [text field]
 Description: [dropdown] [text field]
 Sold To Customer: [dropdown] [text field]
 Customer Name: [dropdown] [text field]
 Contract Status: [dropdown] [text field]
 Processing Status: [dropdown] [text field]
 Contract Type: [dropdown] [text field]
 Contract Classification: [dropdown] [text field]
 Region Code: [dropdown] [text field]
 Contract Administrator: [dropdown] [text field]
 Master Contract #: [dropdown] [text field]
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Look Up Business Unit

Business Unit: [dropdown] [text field]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Business Unit	Description
MDJUD	Administrative Office of Court

[javascript:doUpdateParent(document.window, '#1(Crowd)');]

Step	Action
4.	Click the MDJUD link.
5.	Click the Search button.

Contracts Workbench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [dropdown] [MDJUD] [search icon]
 Contract: [dropdown] [text field]
 Description: [dropdown] [text field]
 Sold To Customer: [dropdown] [text field]
 Customer Name: [dropdown] [text field]
 Contract Status: [dropdown] [text field]
 Processing Status: [dropdown] [text field]
 Contract Type: [dropdown] [text field]
 Contract Classification: [dropdown] [text field]
 Region Code: [dropdown] [text field]
 Contract Administrator: [dropdown] [text field]
 Master Contract #: [dropdown] [text field]
☐ Case Sensitive


Search Clear Basic Search Save Search Criteria

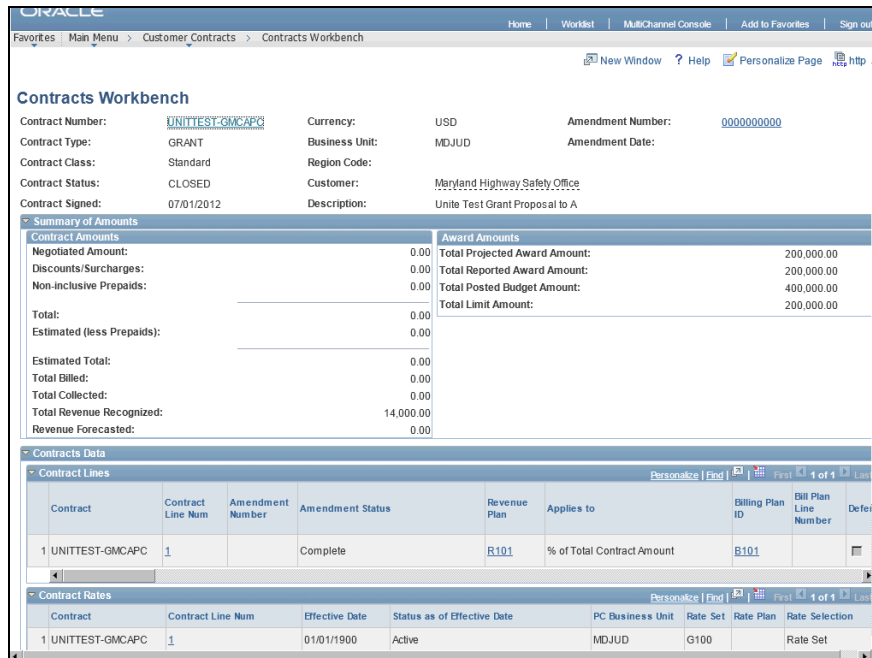
Search Results

View All First 1-5 of 5

Contract	Description	Sold To Customer	Customer Name	Contract Status	Processing Status	Contract Type	Contract Classification	Region Code	Contract Administrator	Max Cont #
SPONSORAWARD#	Grant Name	GM-0000001	State Justice Institute	ACTIVE	Active	GRANT	Standard	(blank)	OFFICEOFCOURTS.ADMIN	(blar
TESTCA	Test CA	GM-0000001	State Justice Institute	PENDING	Pending	GRANT	Standard	(blank)	OFFICEOFCOURTS.ADMIN	(blar
TESTCA1	TestCA1	GM-0000001	State Justice Institute	PENDING	Pending	GRANT	Standard	(blank)	OFFICEOFCOURTS.ADMIN	(blar

[javascript:submitAction_window(document.window, '#1(Crowd)');]

Step	Action
6.	Click the SPONSORAWARD# link. 



Contracts Workbench

Contract Number: [UNITEST-GMCAPC](#) Currency: USD Amendment Number: 000000000
 Contract Type: GRANT Business Unit: MDJUD Amendment Date:
 Contract Class: Standard Region Code:
 Contract Status: CLOSED Customer: Maryland Highway Safety Office
 Contract Signed: 07/01/2012 Description: Unite Test Grant Proposal to A

Summary of Amounts


Contract Amounts		Award Amounts	
Negotiated Amount:	0.00	Total Projected Award Amount:	200,000.00
Discounts/Surcharges:	0.00	Total Reported Award Amount:	200,000.00
Non-inclusive Prepays:	0.00	Total Posted Budget Amount:	400,000.00
Total:	0.00	Total Limit Amount:	200,000.00
Estimated (less Prepays):	0.00		
Estimated Total:	0.00		
Total Billed:	0.00		
Total Collected:	0.00		
Total Revenue Recognized:	14,000.00		
Revenue Forecasted:	0.00		

Contract Lines

Contract	Contract Line Num	Amendment Number	Amendment Status	Revenue Plan	Applies to	Billing Plan ID	Bill Plan Line Number	Defect
1 UNITEST-GMCAPC	1		Complete	R101	% of Total Contract Amount	B101		

Contract Rates

Contract	Contract Line Num	Effective Date	Status as of Effective Date	PC Business Unit	Rate Set	Rate Plan	Rate Selection
1 UNITEST-GMCAPC	1	01/01/1900	Active	MDJUD	G100		Rate Set

Step	Action
7.	You are now viewing the Contracts Workbench. This page contains all the information for the contract in your project(s) in summary form and in greater detail. Move the scrollbar downward to review additional data.
8.	You can review Contract data by Line, Rate and Budget Limit. Click the Return to Search button. 
9.	You have successfully completed <i>Reviewing Contract Information</i> . You have learned how to: - Review contract information End of Procedure.

2.4 Reviewing Billing Information

The Billing module enables you to search for bills by specifying criteria. You can search for a single bill, a group of bills, a single bill line, or a group of bill lines. The pages within the Locate

Training Guide

GR220 Managing Grant Customer Contracts



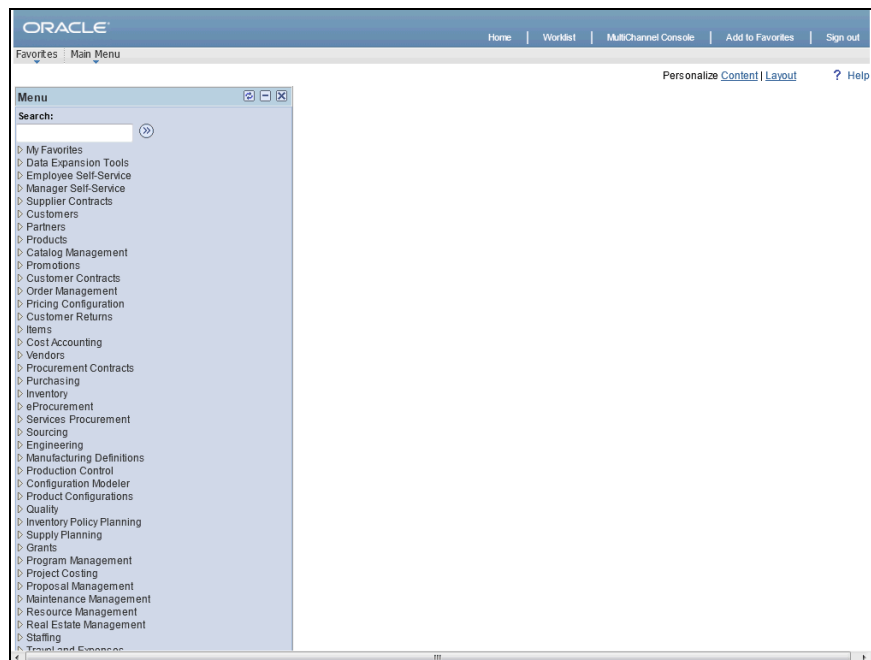
Bills menu enable you to search for bills and lines that have been invoiced or not invoiced and allow you to modify some information.




After completing this topic you will be able to:

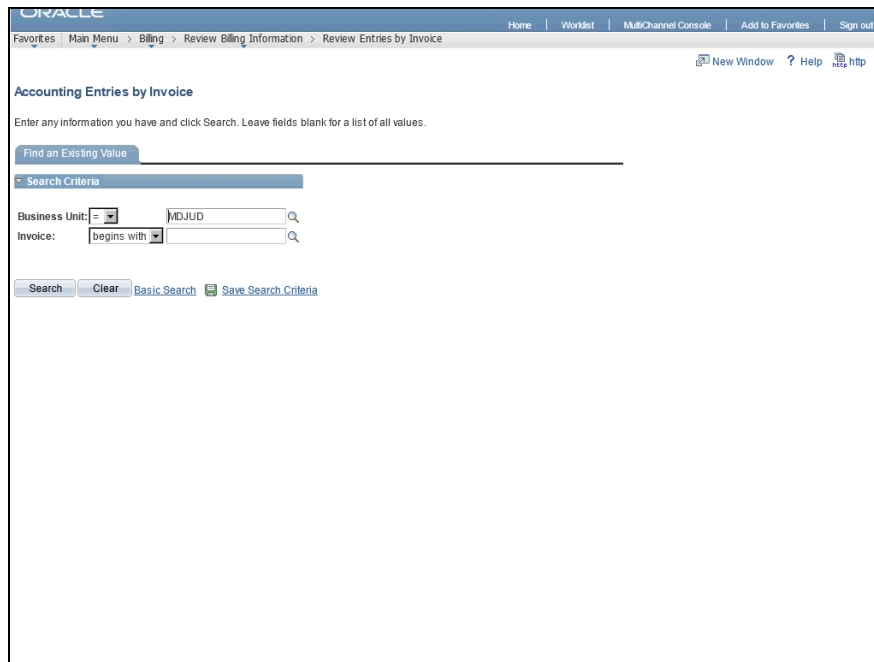
- Navigate through and review billing and invoice information.

Procedure

In this topic, you will search for bills and bill lines that have been invoiced (or not invoiced) to the grant sponsor.



Step	Action
1.	Move the scrollbar downwards.
2.	Click the Billing link. 
3.	Click the Review Billing Information link. 
4.	Click the Review Entries by Invoice link. 



Accounting Entries by Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

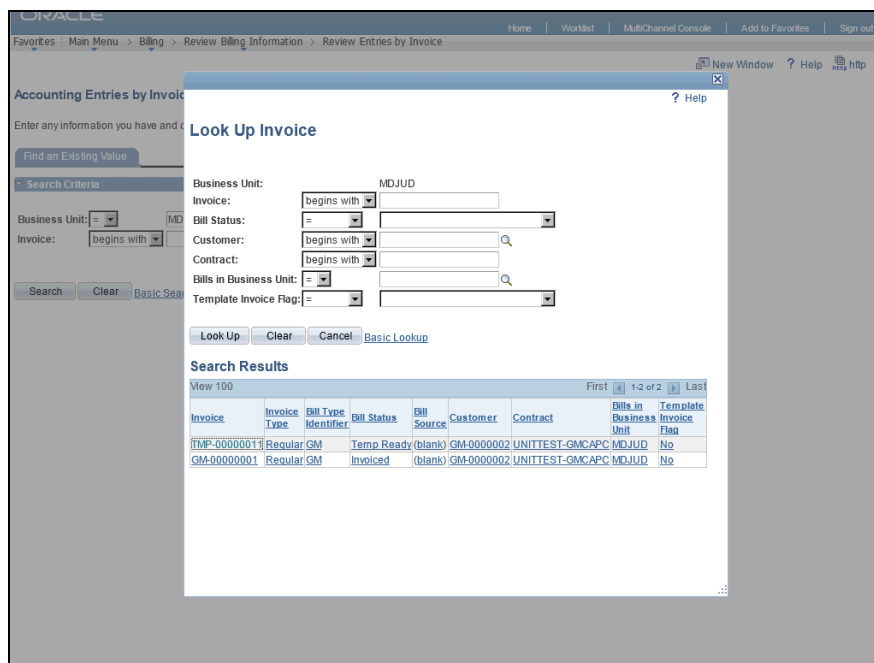
Search Criteria

Business Unit: MDJUD

Invoice: begins with

Search Clear Basic Search Save Search Criteria

Step	Action
5.	Click the Look up Invoice button. 



Look Up Invoice

Business Unit: MDJUD

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Bills in Business Unit: =

Template Invoice Flag: =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
ITMP-00000001	Regular GM	Temp Ready (blank)	Temp Ready (blank)	GM-00000002	UNITTEST-GMCAPC	MDJUD	No	No
GM-00000001	Regular GM	Invoiced	Invoiced	(blank)	GM-00000002	UNITTEST-GMCAPC	MDJUD	No

Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
6.	Click the GM-00000001 link.
7.	Click the Search button.

Review Entries by Invoice

Unit: MDJUD Bill To: GM-0000002 Invoice Amt: 14,000.00 USD
 Invoice: GM-00000001 Maryland Highway Safety Office

GL Unit	Acctg Date	Type	PCA	Fund	Account	Program	Approp Number	Approp Yr	Batch Agy	Oper Unit Affil	Stat
MDJUD	11/20/2012	Accounts Receivable		0001	2200					C00	
MDJUD	11/20/2012	Unbilled Acct Receivables	D0006	0001	2201	B006	A0006	AY2013		C00	
MDJUD	11/20/2012	Accounts Receivable		0005	2200					C00	
MDJUD	11/20/2012	Unbilled Acct Receivables	G0845	0005	2201	G08A	A0006	AY2013		C00	

Total Debits: 14,000.00 USD Total Credits: -14,000.00 USD

[Return to Billing](#)
[Return to Search](#) [Notify](#)

Step	Action
8.	The <i>Review Entries by Invoice</i> page contains all of the information attached to a particular invoice. In this case we are looking at Invoice "GM-00000001". Click the Transaction Amounts tab to review more information.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

New Window ? Help Personalize Page http

Review Entries by Invoice

Unit: MDJUD Bill To: GM-0000002 Invoice Amt: 14,000.00 USD

Invoice: GM-00000001 Maryland Highway Safety Office

Accounting Entries

Accounting Information | Transaction Amounts | Discounts/Charge | Journal Information | Reference Information

GL Unit	Acctg Date	Type	PCA	Fund	Account	Transaction Amt	Currency	Base Amt	Base Curr
MDJUD	11/20/2012	Accounts Receivable		0001	2200	6,000.00	USD	6,000.00	USD
MDJUD	11/20/2012	Unbilled Acct Receivables	D0006	0001	2201	-6,000.00	USD	-6,000.00	USD
MDJUD	11/20/2012	Accounts Receivable		0005	2200	7,000.00	USD	7,000.00	USD
MDJUD	11/20/2012	Unbilled Acct Receivables	G0845	0005	2201	-7,000.00	USD	-7,000.00	USD

Total Debits: 14,000.00 USD Total Credits: -14,000.00 USD

[Return to Billing](#)

[Return to Search](#) [Notify](#)

Step	Action
9.	<p>You can review each transaction separately.</p> <p>Click the Journal Information tab.</p> <p>Journal Information</p>
10.	<p>The Invoice Journal Information displays additional information, like Journal Date and Journal ID, if it is available.</p>
11.	<p>You have successfully completed <i>Reviewing Billing Information</i>.</p> <p>End of Procedure.</p>

Lesson 3: Closing a Grant, Contract & Project

Lesson Overview

Remember that your contract is your award. All billing and revenue transactions must flow through the contract to reach the Billing and General Ledger modules. Therefore, a contract with a status of CLOSED will not allow any transactions to be processed against it. Before you can change a contract to a CLOSED status, first close out any billing and revenue recognition plans associated with the contract or award lines that are active and in progress. When you change the status of the contract to CLOSED, the system runs a series of edit checks to verify that there are no billing or revenue recognition plans associated with the contract that are in progress. An error message appears if this is the case.

In this lesson, you will perform the following tasks:

- Finalize Reconciliation Report
- Close Project
- Close Contract
- Close Grant, A133 Audit Report

Lesson Objectives

After completing this lesson you will be able to:

- Close out an award and its associated projects.

3.1 Delivered Project Costing Reports

Once you establish and/or update grant projects, you can view a list of all project manager projects, display real-time project information that is pulled from the project summary tables, and display all resource transactions for a selected project. The **Transaction Level Report** lists information about the transactions that reference a specific grant project or all grant projects for the Judiciary business unit (MDJUD). The report includes the activity type, activity ID, source type, category, and subcategory for transactions for all projects or specified projects for a business unit. Optionally, you can generate the report to list projects for a specific date range or budget, cost, and revenue analysis group.

Before generating the Transaction Level Report, you must run the **Report Summarization** process to populate the Project Transaction report table with transactions.

The Report Summarization process automatically summarizes transaction information for the following fields:

- BUSINESS_UNIT
- PROJECT_ID
- ACTIVITY_ID
- ANALYSIS_TYPE
- CURRENCY_CD

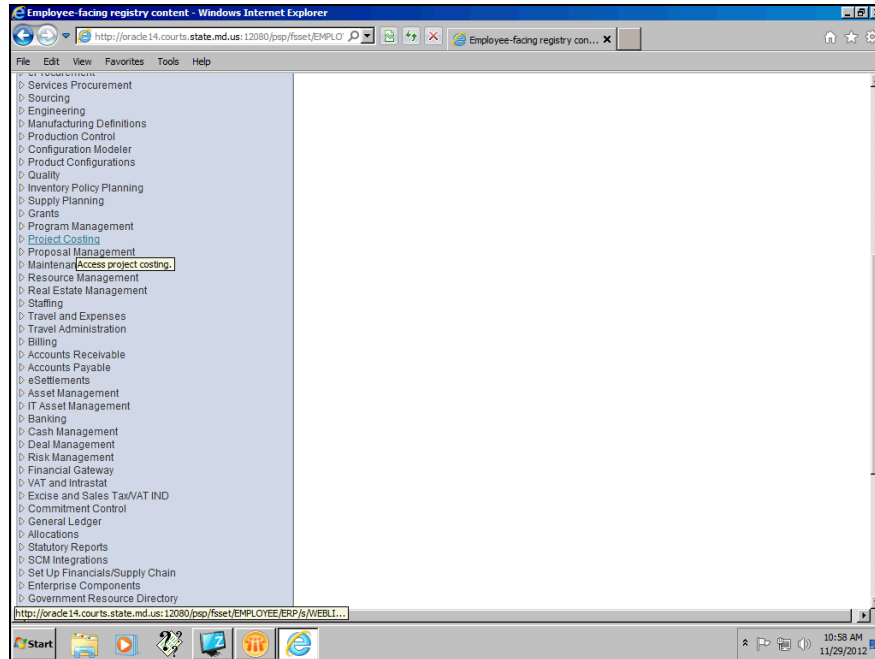
After completing this topic, you will be able to:

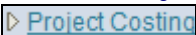


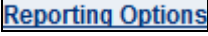
- Run the Report Summarization process to populate the reporting table with transactions

- Generate the Transaction Level Report

Procedure

In this topic, you will run the Report Summarization process. You will then generate the Transaction Level Report.



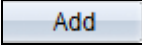
Step	Action
1.	Click the Project Costing link. 
2.	Click the Reports link. 
3.	Click the Summary link. 
4.	Click the Reporting Options link. 

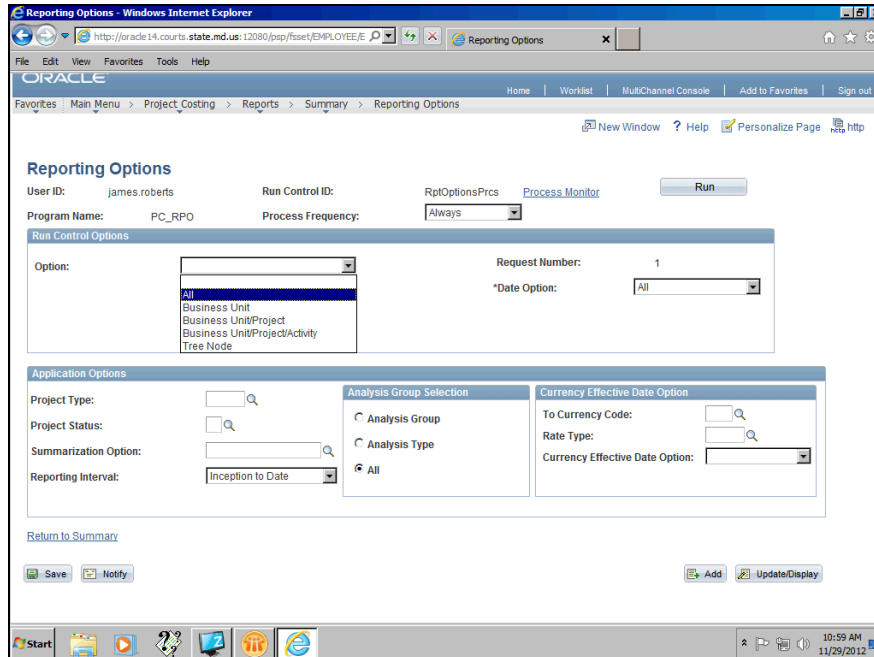
Training Guide



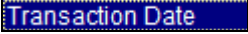
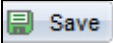
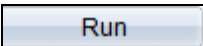
GR220 Managing Grant Customer Contracts



Step	Action
5.	Click the Add a New Value tab. <div> Add a New Value </div>

Step	Action
6.	Enter the desired information into the Run Control ID field. Enter " RptOptionsPres ".
7.	Click the Add button. 



Step	Action
8.	In the Option list, click the All list item. 
9.	Enter the desired information into the To Currency Code field. Enter " USD ".
10.	Enter the desired information into the Rate Type field. Enter " CRRNT ".
11.	Click the Currency Effective Date Option list. 
12.	Click the Transaction Date list item. 
13.	Click the Save button. 
14.	Click the Run button. 

Training Guide

GR220 Managing Grant Customer Contracts

Process Scheduler Request

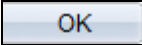
User ID: james.roberts Run Control ID: RptOptionsPrs

Server Name: Run Date: 11/29/2012
 Recurrence: Run Time: 11:00:17AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PC_RPO	PC_RPO	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Step	Action
15.	Click the OK button. 

Reporting Options

User ID: james.roberts Run Control ID: RptOptionsPrs [Process Monitor](#) [Run](#)

Program Name: PC_RPO Process Frequency: Always Process Instance: 14116

Run Control Options

Option: All Request Number: 1
 *Date Option: All

Application Options

Project Type: Analysis Group Selection: ☐ Analysis Group
 Project Status: ☐ Analysis Type
 Summarization Option: ☒ All
 Reporting Interval: Inception to Date

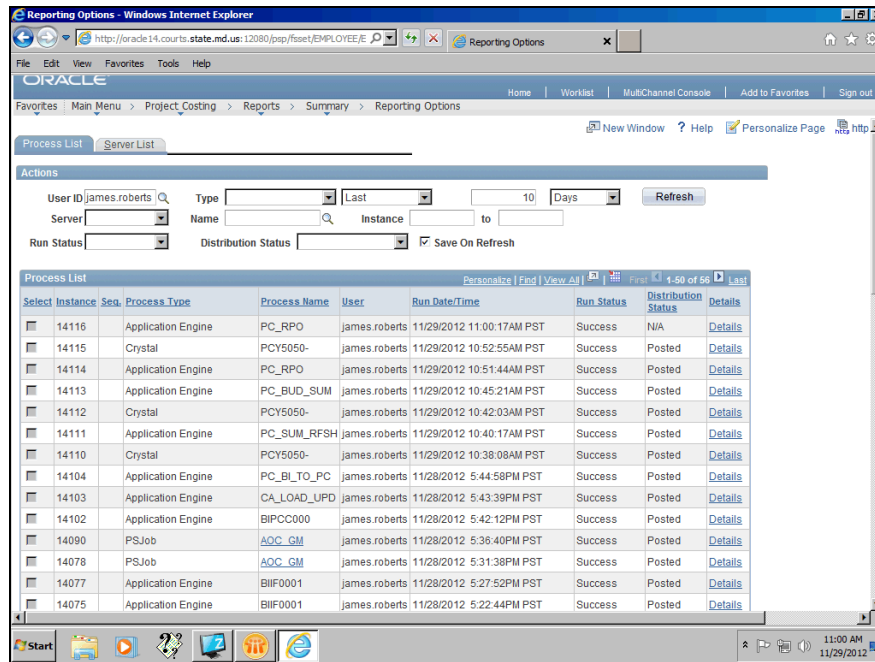
Currency Effective Date Option

To Currency Code: USD
 Rate Type: CRRNT
 Currency Effective Date Option: Transaction Date

[Return to Summary](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

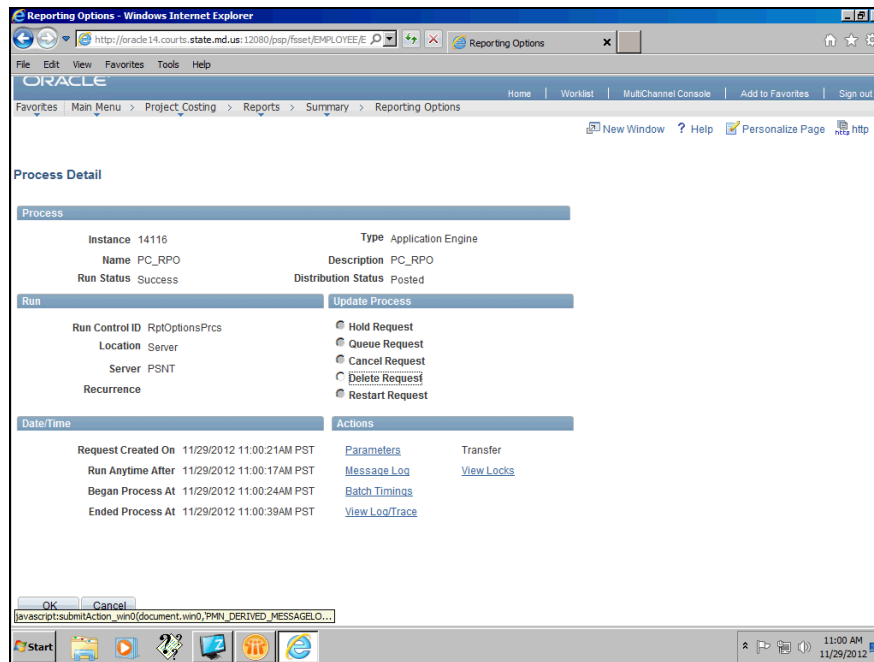
Step	Action
16.	Click the Process Monitor link. Process Monitor



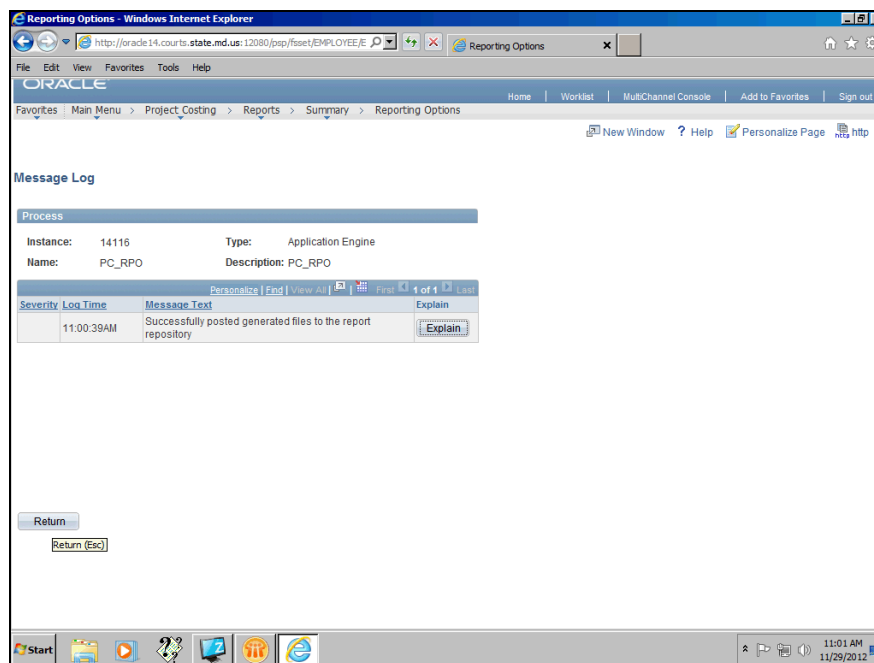
Step	Action
17.	Click the Refresh button. Refresh
18.	Click the Details link. Details

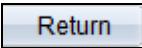
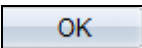
Training Guide

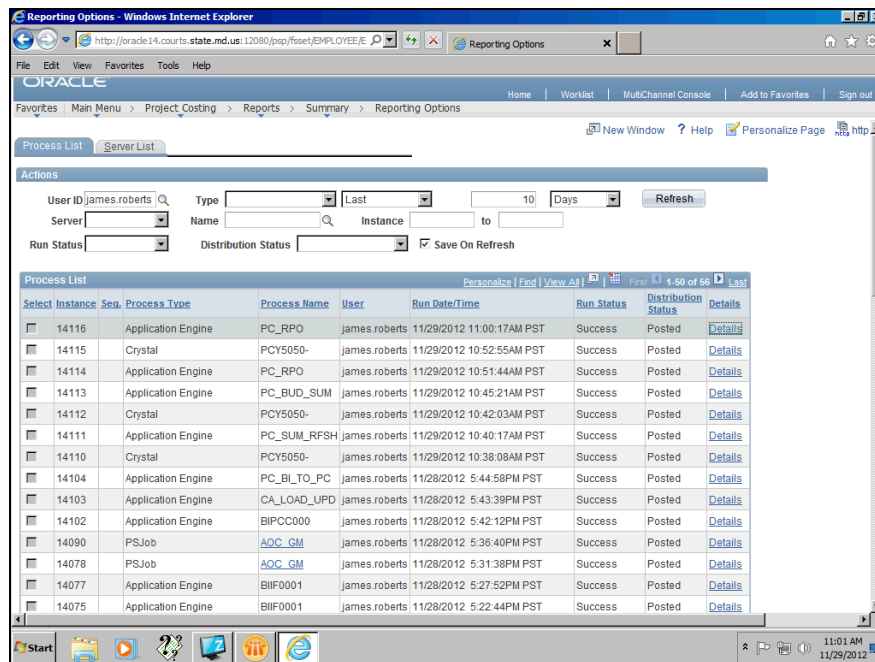
GR220 Managing Grant Customer Contracts

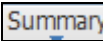



Step	Action
19.	Click the Message Log link. Message Log



Step	Action
20.	Click the Return button. 
21.	Click the OK button. 



Step	Action
22.	Click the Summary button. 
23.	Click the Transaction Level Report menu. 

Training Guide

GR220 Managing Grant Customer Contracts



Transaction Level Report - Windows Internet Explorer

http://oracle14.courts.state.md.us:12080/psp/fiset/EMPLOYEE/E

Transaction Level Report

File Edit View Favorites Tools Help

ORACLE

Favorites Main Menu Project Costing Reports Summary Transaction Level Report

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window ? Help http

Transaction Level Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

Start

11:01 AM 11/29/2012

Step	Action
24.	Enter the desired information into the Run Control ID field. Enter " TransLvlRpt ".
25.	Click the Search button.

Transaction Level Report - Windows Internet Explorer

http://oracle14.courts.state.md.us:12080/psp/fiset/EMPLOYEE/E

Transaction Level Report

File Edit View Favorites Tools Help

ORACLE

Favorites Main Menu Project Costing Reports Summary Transaction Level Report

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window ? Help Personalize Page http

Transaction Level Report

Run Control ID: TransLvlRpt Report Manager Process Monitor Run

Language: English

Run Control Options

Project Business Unit: MDJUD

Project Selection: All Projects

Budget Analysis Group: BUD Budgets

Cost Analysis Group: PSCST Accounting Costs

Revenue Analysis Group: PSREV System Revenue

Date Range Selection: All Dates


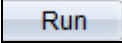
From Date: 01/01/1900

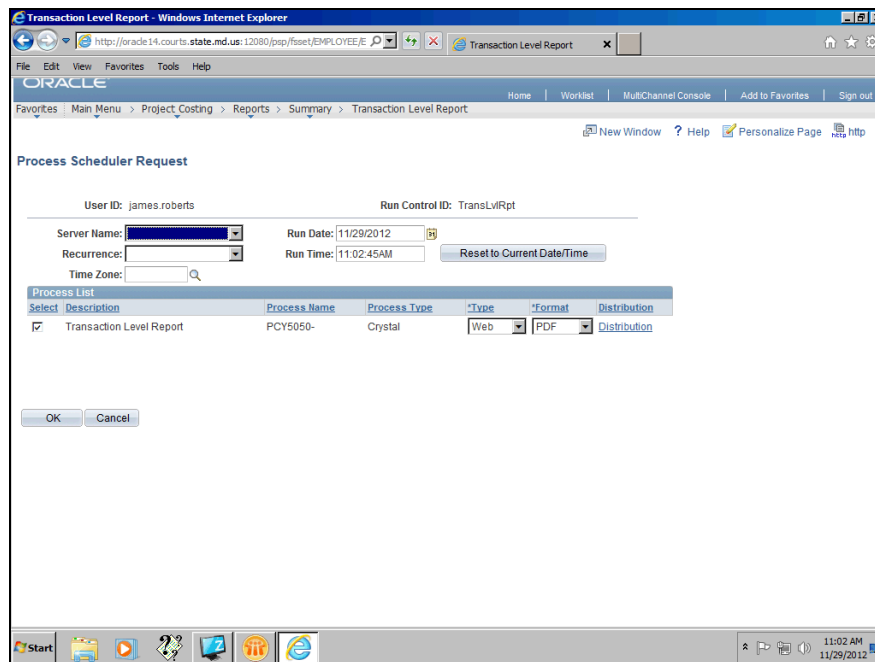
Through Date: 12/31/2999


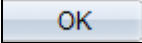
Save Return to Search Notify Add Update/Display

Start

11:01 AM 11/29/2012

Step	Action
26.	Enter the desired information into the Budget Analysis Group field. Enter " BUD ". This group contains the BUD analysis type.
27.	Enter the desired information into the Cost Analysis Group field. Enter " PSCST ". This group contains the ACT, CAC, CAJ, CCA, CCO, CCR, COM, CQR, CRQ, CRV, GLE, REQ, RRV analysis types.
28.	Enter the desired information into the Revenue Analysis Group field. Enter " PSREV ". This group contains the BAJ, BIL, BLD, OLT, UAJ, UTL, WTO analysis types.
29.	Click the Date Range Selection list and select All Dates . 
30.	Click the Run button. 



Step	Action
31.	In the Server Name list, click the PSNT list item. 
32.	Click the OK button. 

Training Guide

GR220 Managing Grant Customer Contracts



Transaction Level Report - Windows Internet Explorer

http://oracle14.courts.state.md.us:12080/jsp/facet/EMPLOYEE/E

Transaction Level Report

File Edit View Favorites Tools Help

ORACLE

Favorites Main Menu Project Costing Reports Summary Transaction Level Report

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window ? Help Personalize Page Saved

Transaction Level Report

Run Control ID: TransLvRpt Report Manager Process Monitor Run

Language: English Process Instance: 14117

Run Control Options

Project Business Unit: MDJUD

Project Selection: All Projects

Budget Analysis Group: BUD Budgets

Cost Analysis Group: PSCST Accounting Costs

Revenue Analysis Group: PSREV System Revenue

Date Range Selection: All Dates

From Date: 01/01/1900

Through Date: 12/31/2999

Save Return to Search Notify Add Update/Display

Start 11:02 AM 11/29/2012

Step	Action
33.	Click the Process Monitor link. Process Monitor

Transaction Level Report - Windows Internet Explorer

http://oracle14.courts.state.md.us:12080/jsp/facet/EMPLOYEE/E

Transaction Level Report

File Edit View Favorites Tools Help

ORACLE

Favorites Main Menu Project Costing Reports Summary Transaction Level Report

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window ? Help Personalize Page nrg http

Process List Server List

Actions

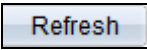

User ID: james.roberts Type Last 10 Days Refresh

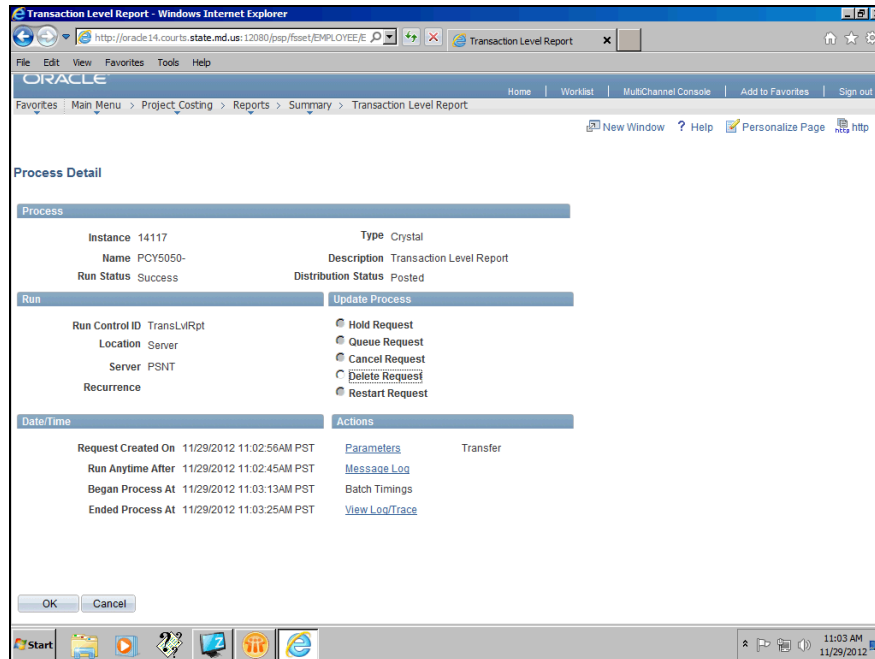
Server Name Instance to


Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	14117		Crystal	PCY5050-	james.roberts	11/29/2012 11:02:45AM PST	Queued	N/A	Details
	14116		Application Engine	PC_RPO	james.roberts	11/29/2012 11:00:17AM PST	Success	Posted	Details
	14115		Crystal	PCY5050-	james.roberts	11/29/2012 10:52:55AM PST	Success	Posted	Details
	14114		Application Engine	PC_RPO	james.roberts	11/29/2012 10:51:44AM PST	Success	Posted	Details
	14113		Application Engine	PC_BUD_SUM	james.roberts	11/29/2012 10:45:21AM PST	Success	Posted	Details
	14112		Crystal	PCY5050-	james.roberts	11/29/2012 10:42:03AM PST	Success	Posted	Details
	14111		Application Engine	PC_SUM_RFSH	james.roberts	11/29/2012 10:40:17AM PST	Success	Posted	Details
	14110		Crystal	PCY5050-	james.roberts	11/29/2012 10:38:08AM PST	Success	Posted	Details
	14104		Application Engine	PC_BI_TO_PC	james.roberts	11/28/2012 5:44:58PM PST	Success	Posted	Details
	14103		Application Engine	CA_LOAD_UPD	james.roberts	11/28/2012 5:43:39PM PST	Success	Posted	Details
	14102		Application Engine	BIPCC000	james.roberts	11/28/2012 5:42:12PM PST	Success	Posted	Details
	14090		PSJob	AOC_GM	james.roberts	11/28/2012 5:36:40PM PST	Success	Posted	Details
	14078		PSJob	AOC_GM	james.roberts	11/28/2012 5:31:38PM PST	Success	Posted	Details
	14077		Application Engine	BIF0001	james.roberts	11/28/2012 5:27:52PM PST	Success	Posted	Details

Start 11:03 AM 11/29/2012

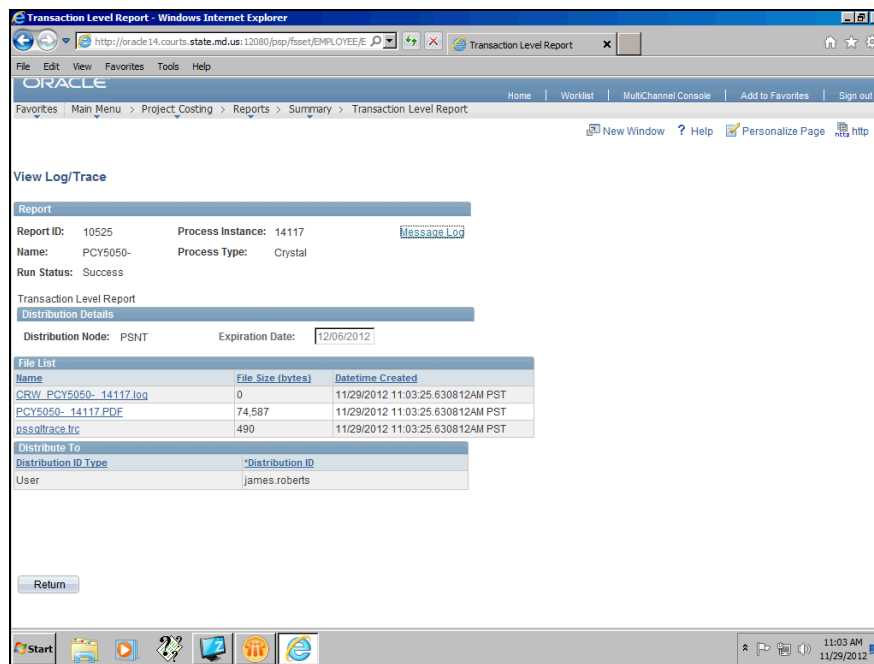
Step	Action
34.	Click the Refresh button. 
35.	Click the Details link. 



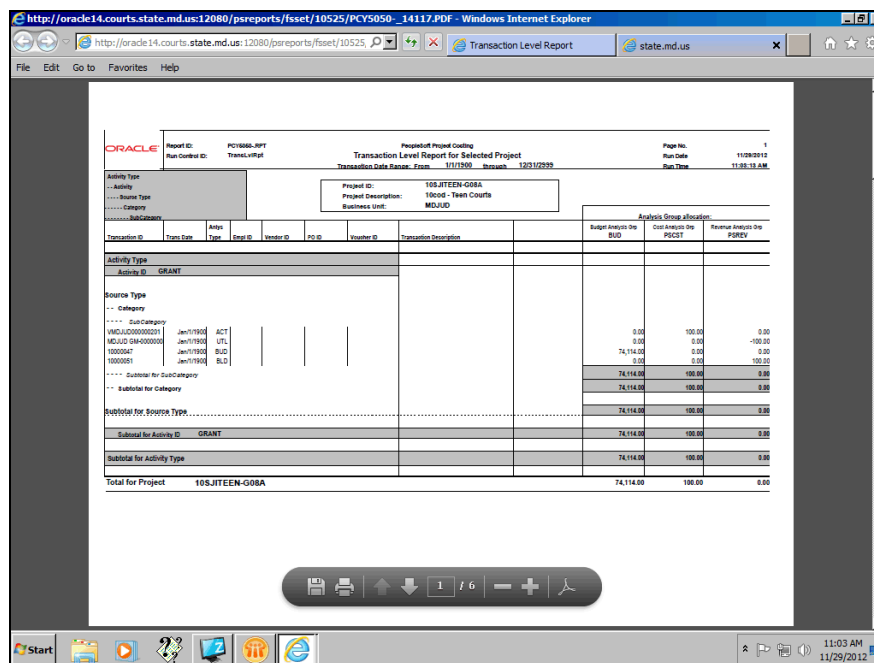
Step	Action
36.	Click the View Log/Trace link. 

Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
37.	Click the PCY5050-14117.PDF link. PCY5050-14117.PDF



Step	Action
38.	Review the Transaction Report. Print the report using the Internet browser options, if desired.
39.	End of Procedure.

3.2 Updating the Billing and Revenue Plan Statuses




Any billing and revenue recognition plans associated with a customer contract or the award lines that are active and in progress must be completed or cancelled prior to closing a contract. You can access the billing and revenue plans associated with customer contract lines on **Customer Contract - Lines** page.

After completing this topic, you will be able to:

- Cancel the billing plan(s) associated with a customer contract
- Cancel the revenue plan(s) associated with a customer contract

Procedure

In this topic, you will update the Billing and Revenue Plan statuses.

Step	Action
1.	Begin by navigating to the Look Up General Information page. Click the Customer Contracts link. 
2.	Click the Create and Amend link. 
3.	Click the General Information link. 

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Customer Contracts | Create and Amend | General Information

New Window ? Help http

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [v] [MDJUD] [Q]

Contract: [begins with] [] [Q]

Description: [begins with] [] [Q]

Sold To Customer: [begins with] [] [Q]

Customer Name: [begins with] [] [Q]

Contract Status: [begins with] [] [Q]

Processing Status: [=] [] [v]

Contract Type: [begins with] [] [Q]

Contract Classification: [=] [] [v]

Region Code: [begins with] [] [Q]


Contract Administrator: [begins with] [] [Q]

Master Contract #: [begins with] [] [Q]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
4.	Enter the desired information into the Business Unit field. Enter " MDJUD ".
5.	Click the Search button. 
6.	Move the scrollbar downward.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Customer Contracts | Create and Amend | General Information

Search Criteria

Business Unit: [v] [MDJUD] [Q]

Contract: [begins with] [] [Q]

Description: [begins with] [] [Q]

Sold To Customer: [begins with] [] [Q]

Customer Name: [begins with] [] [Q]

Contract Status: [begins with] [] [Q]

Processing Status: [=] [] [v]

Contract Type: [begins with] [] [Q]

Contract Classification: [=] [] [v]

Region Code: [begins with] [] [Q]

Contract Administrator: [begins with] [] [Q]

Master Contract #: [begins with] [] [Q]

☐ Case Sensitive


Search Clear Basic Search Save Search Criteria

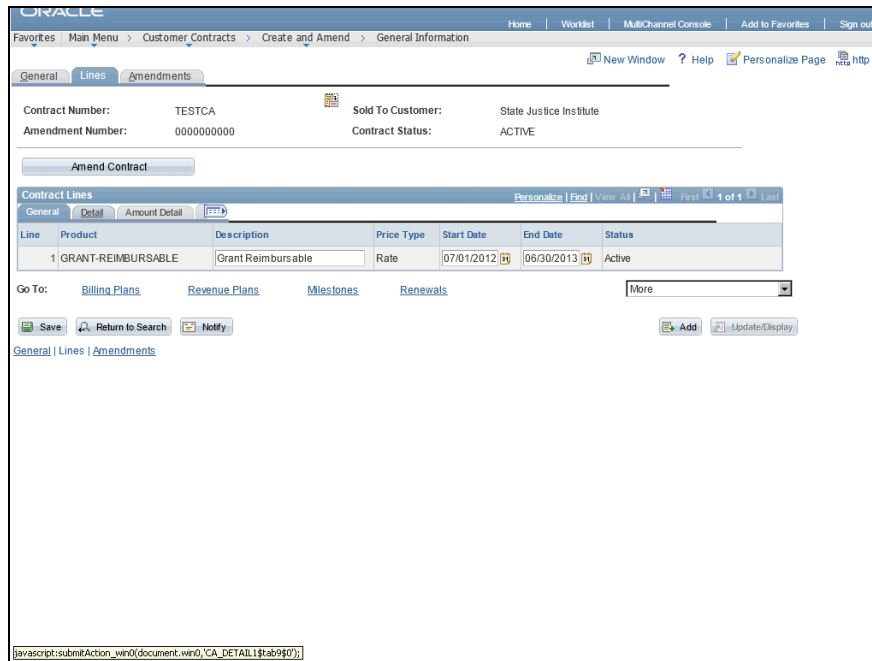
Search Results

View All

Contract	Description	Sold To Customer	Customer Name	Contract Status	Processing Status	Contract Type	Contract Classification	Region Code	Contract Administrator	Master Contract #
SJI-09-N-159	10COD-Teen Courts	GM-0000001	State Justice Institute	ACTIVE	Active	GRANT	Standard	(blank)	OFFICEOFCOURTS ADMIN	(blank)
SJI-09-N-156A	10COD-Teen Courts	GM-0000001	State Justice Institute	PENDING	Pending	GRANT	Standard	(blank)	OFFICEOFCOURTS ADMIN	(blank)
SPONSORAWARD#	Grant Name	GM-0000001	State Justice Institute	ACTIVE	Active	GRANT	Standard	(blank)	OFFICEOFCOURTS ADMIN	(blank)
TESTCA	TestCA	GM-0000001	State Justice Institute	CLOSED	Closed	GRANT	Standard	(blank)	OFFICEOFCOURTS ADMIN	(blank)
TESTCA1	TestCA1	GM-0000001	State Justice Institute	PENDING	Pending	GRANT	Standard	(blank)	OFFICEOFCOURTS ADMIN	(blank)
UNITTEST-CA	Unit Test Contract to Award	GM-0000001	State Justice Institute	ACTIVE	Active	GRANT	Standard	(blank)	OFFICEOFCOURTS ADMIN	(blank)
UNITTEST-GMCAPC	Unit Test Grant Proposal to A	GM-0000002	Merland Highway Safety Office	CLOSED	Closed	GRANT	Standard	(blank)	OFFICEOFCOURTS ADMIN	(blank)

Find an Existing Value | Add a New Value

Step	Action
7.	Click the UNITTEST-CA link. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

New Window ? Help Personalize Page http

General | Lines | Amendments

Contract Number: TESTCA Sold To Customer: State Justice Institute
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

Contract Lines

General | Detail | Amount Detail | [EFF]

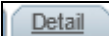
Line	Product	Description	Price Type	Start Date	End Date	Status
1	GRANT-REIMBURSABLE	Grant Reimbursable	Rate	07/01/2012	06/30/2013	Active

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [More](#)

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

javascript:submitAction_win0(document.win0,'CA_DETAIL1\$tab9\$0');

Step	Action
8.	Click the Detail tab. 

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Customer Contracts | Create and Amend | General Information

New Window | ? Help | Personalize Page | http

General | Lines | Amendments

Contract Number: TESTCA Sold To Customer: State Justice Institute
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

Contract Lines

General | Detail | Amount Detail | (117)

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	GRANT-REIMBURSABLE	Ready	Ready	Contract Terms	Distribution	Internal Notes	State Justice Institute

Go To: Billing Plans | Revenue Plans | Milestones | Renewals | More

Save | Return to Search | Notify | Add | Update/Display

General | Lines | Amendments

javascript:submitAction_wfn(document.wfn,BILLPLAN#77);

Step	Action
9.	Click the Ready link. Ready

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Customer Contracts | Create and Amend | General Information

New Window | ? Help | Personalize Page | http

Billing Plan General | Events | Tax Parameters | History

Contract: TESTCA BI Unit: MDJUD
Sold To Customer: GM-0000001 State Justice Institute Bill To: GM-0000001 State Justice Institute
Billing Plan: B101 As-Incurred Bill/Revenue Plan Currency: USD

Description: As-Incurred Bill/Revenue Plan *Billing Status: Ready
Billing Method: As-Incurred

Customer Information

BI Unit: MDJUD Administrative Office of Court
*Bill To Customer: GM-0000001 State Justice Institute Addr Num: 1
Bill To Contact: 2 Jonathan D. Mattiello

Billing Options

Bill Type: GM Pre Approved
Bill Source: GM Direct Invoice
Summarization Template ID
Purchase Order:

Billing Default Overrides

Invoice Form: PSIPC
Cycle ID: QUARTER View Customer Defaults
Bill By ID:
Payment Method:
Payment Terms: IMMED Due Immediately
Billing Inquiry:
Billing Specialist: GM Grants Biller
Billing Authority: 36 Administrative Office of Courts

Transaction Options

Bill Currency: Contract Currency

Retainage Options

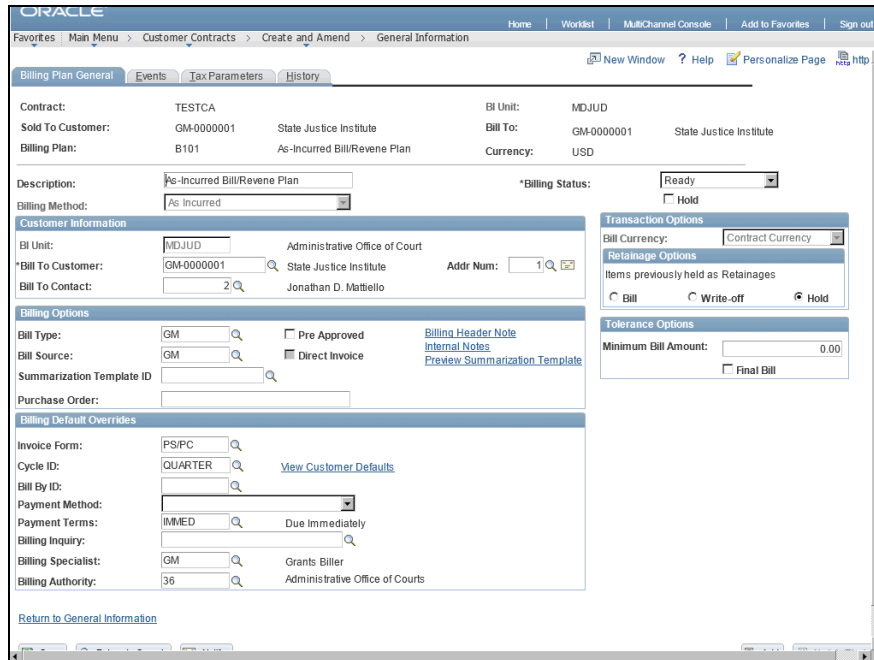
Items previously held as Retainages
Bill Write-off Hold

Tolerance Options

Minimum Bill Amount: 0.00
Final Bill

Return to General Information

Step	Action
10.	The Billing Plan page displays.



Oracle
 Favorites | Main Menu | Customer Contracts | Create and Amend | General Information | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Billing Plan General | Events | Tax Parameters | History

Contract: TESTCA
 Sold To Customer: GM-0000001 State Justice Institute
 Billing Plan: B101 As-Incurred Bill/Revenue Plan
 Description: As-Incurred Bill/Revenue Plan
 Billing Method: As-Incurred
 *Billing Status: Ready
 Bill Unit: MDJUD
 Bill To: GM-0000001 State Justice Institute
 Currency: USD



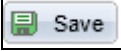

Customer Information
 Bill Unit: MDJUD Administrative Office of Court
 *Bill To Customer: GM-0000001 State Justice Institute
 Bill To Contact: 2 Jonathan D. Mattiello
 Addr Num: 1

Billing Options
 Bill Type: GM
 Bill Source: GM
 Summarization Template ID
 Purchase Order:
 Pre Approved
 Direct Invoice
 Billing Header Note
 Internal Notes
 Preview Summarization Template

Billing Default Overrides
 Invoice Form: PS/PC
 Cycle ID: QUARTER
 Bill By ID:
 Payment Method:
 Payment Terms: IMMED Due Immediately
 Billing Inquiry:
 Billing Specialist: GM Grants Biller
 Billing Authority: 36 Administrative Office of Courts

Transaction Options
 Bill Currency: Contract Currency
 Retainage Options
 Items previously held as Retainages
 Bill Write-off Hold
 Tolerance Options
 Minimum Bill Amount: 0.00
 Final Bill

Return to General Information

Step	Action
11.	Click the Billing Status list. 
12.	Change the Billing Status from its current value. For example, if currently " Ready ", change it to " Cancelled ". 
13.	Click the Save button. 
14.	Click the Return to General Information link. 

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

New Window ? Help Personalize Page http

General | Lines | Amendments

Contract Number: TESTCA Sold To Customer: State Justice Institute
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

Contract Lines

General | Detail | Amount Detail | [Add](#)


Line	Product	Description	Price Type	Start Date	End Date	Status
1	GRANT-REIMBURSABLE	Grant Reimbursable	Rate	07/01/2012	06/30/2013	Active

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [More](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[General](#) | [Lines](#) | [Amendments](#)

[javascript:submitAction_wfn(document.wfn0_CA_DETAIL)]

Step	Action
15.	Click the Detail tab. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

New Window ? Help Personalize Page http

General | Lines | Amendments

Contract Number: TESTCA Sold To Customer: State Justice Institute
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

Contract Lines

General | Detail | Amount Detail | [Add](#)


Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	GRANT-REIMBURSABLE	Ready	Ready	Contract Terms	Distribution	Internal Notes	State Justice Institute

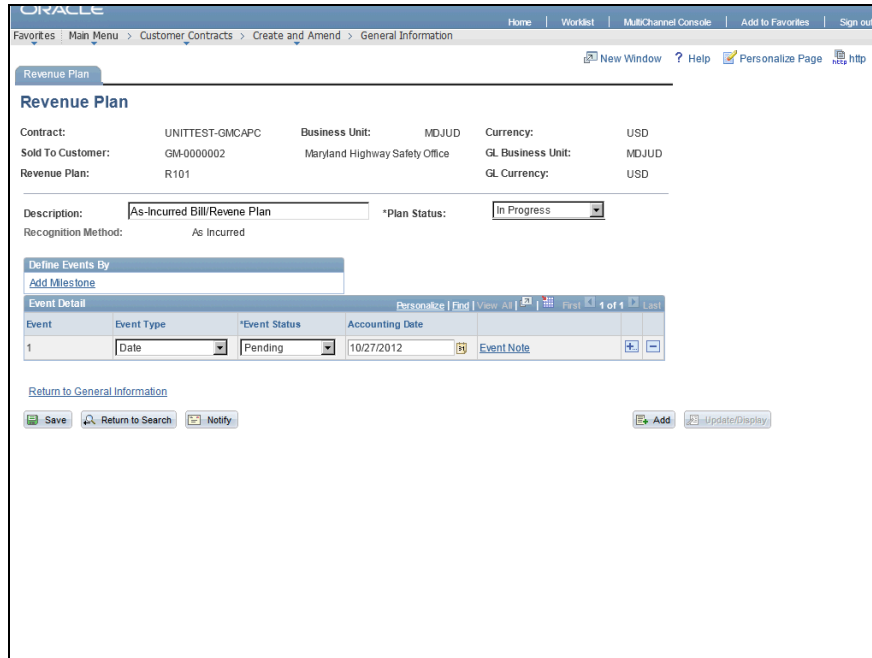
Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [More](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[General](#) | [Lines](#) | [Amendments](#)

[javascript:submitAction_wfn(document.wfn0_BILLPLAN)]

Step	Action
16.	Click the Ready link under the Revenue Plan. 



The screenshot shows the Oracle Revenue Plan page. The breadcrumb trail is: Favorites | Main Menu > Customer Contracts > Create and Amend > General Information. The page title is "Revenue Plan". The contract details are: Contract: UNITTEST-GMCAFC, Business Unit: MDJUD, Currency: USD, Sold To Customer: GM-0000002, Maryland Highway Safety Office, GL Business Unit: MDJUD, Revenue Plan: R101, GL Currency: USD. The Description is "As-Incurred Bill/Revenue Plan" and the Recognition Method is "As Incurred". The Plan Status is "In Progress". There is a "Define Events By" section with an "Add Milestone" button. Below that is an "Event Detail" table with columns: Event, Event Type, *Event Status, Accounting Date, and Event Note. The table has one row with Event 1, Event Type "Date", Event Status "Pending", and Accounting Date "10/27/2012". At the bottom, there are buttons for "Return to General Information", "Save", "Return to Search", "Notify", "Add", and "Update/Display".

Step	Action
17.	<p>The Revenue Plan page displays.</p> <p>Use the Revenue Plan page to change the revenue plan Plan Status to "Completed".</p> <p>Changing the Plan Status to "Completed" prevents any revenue recognition transactions from being processed and enables you to set the overall contract or award status to "Closed".</p>

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

New Window ? Help Personalize Page http

Revenue Plan

Contract: UNITTEST-GMCAPC Business Unit: MDJUD Currency: USD
 Sold To Customer: GM-0000002 Maryland Highway Safety Office GL Business Unit: MDJUD
 Revenue Plan: R101 GL Currency: USD

Description: As-Incurred Bill/Revenue Plan *Plan Status: In Progress
 Recognition Method: As Incurred


Define Events By
 Add Milestone

Event Detail

Event	Event Type	*Event Status	Accounting Date	
1	Date	Pending	10/27/2012	Event Note

Return to General Information

Save Return to Search Notify Add Update/Display

Step	Action
18.	Click the Plan Status list box. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information

New Window ? Help Personalize Page http

Revenue Plan

Contract: UNITTEST-GMCAPC Business Unit: MDJUD Currency: USD
 Sold To Customer: GM-0000002 Maryland Highway Safety Office GL Business Unit: MDJUD
 Revenue Plan: R101 GL Currency: USD

Description: As-Incurred Bill/Revenue Plan *Plan Status: In Progress
 Recognition Method: As Incurred


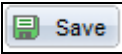

Define Events By
 Add Milestone

Event Detail

Event	Event Type	*Event Status	Accounting Date	
1	Date	Pending	10/27/2012	Event Note

Return to General Information

Save Return to Search Notify Add Update/Display

Step	Action
19.	Click the Completed list item. 
20.	Click the Save button. 
21.	Click the Return to General Information link to return back to the General page. 
22.	You have successfully completed the <i>Updating the Billing and Review Plans</i> topic. You have learned how to: - Cancel the billing and revenue plans associated with a customer contract End of Procedure.

3.3 Closing a Contract

When you change the status of the contract to "Closed", the system runs a series of edit checks to verify that there are no billing or revenue recognition plans associated with the contract that are "In Progress". An error message displays when this is the case.



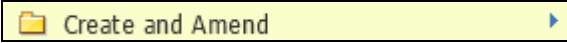
After completing this topic, you will be able to:

- Close a grant related customer contract

Procedure

Before closing a contract, verify that the Billing Status and Revenue Plan Status have been changed to "Complete".


In this topic, you will close a contract.

Step	Action
1.	Click the Save button. 
2.	After updating the billing and revenue plans for each contract line, access the General Information Click the Customer Contracts tab. 
3.	Click the Create and Amend menu. 

Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
4.	Click the General Information menu.  General Information

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Customer Contracts | Create and Amend | General Information

New Window ? Help Personalize Page http

General | Lines | Amendments

Contract Number: UNITTEST-GMCAPC Sold To Customer: Maryland Highway Safety Office
 Amendment Number: 0000000000 *Contract Status: ACTIVE

Amend Contract Add to My Contracts ACTIVE Active Contract Active Look up Contract Status (Alt+F5)

Description: Unfile Test Grant Proposal to A Processing Status: Active
 Contract Admin: OFFICEOFCOURTS.ADMIN Amendment Status: Complete
 Region Code: Business Unit: Administrative Office of Court
 Contract Type: GRANT Contract Classification: Standard
 Currency Code: USD Start Date: 07/01/2012
 Exchange Rate Type: CRRNT End Date: 06/30/2013
 Contract Signed: 07/01/2012 Last Update Date/Time: 09/24/2012 2:31:13PM
 Last Update User ID: james.roberts

Other Information

Summary of Amounts

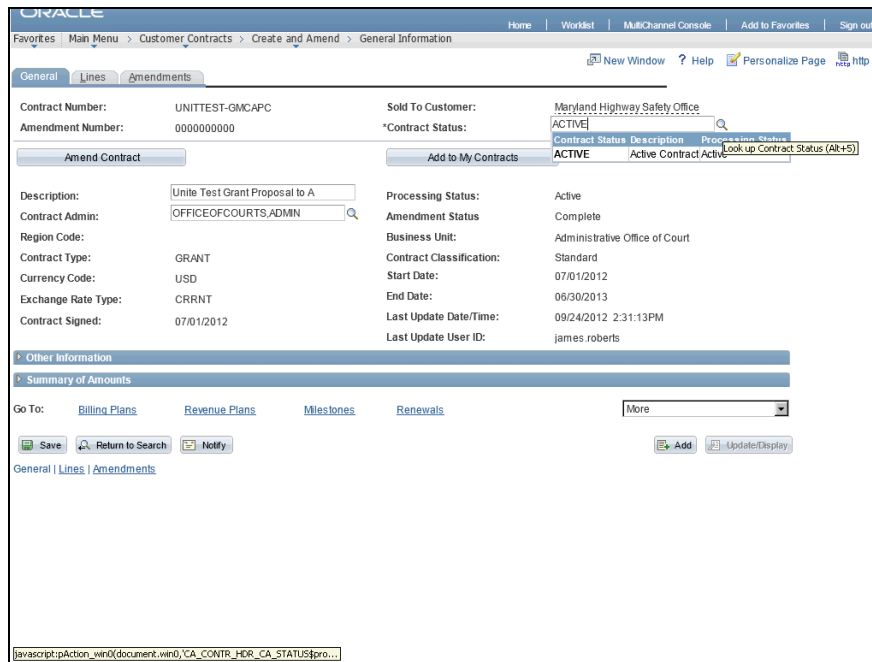
Go To: Billing Plans Revenue Plans Milestones Renewals More



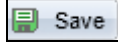
Save Return to Search Notify Add Update/Display

General | Lines | Amendments

javascript:pAction_wnd(document.wnd0,CA_CONTR_HDR_CA_STATUS\$pro...

Step	Action
5.	Use the General page to set up and manage contract header information.



Step	Action
6.	<p>Next, close out the overall award or contract by changing the Contract Status at the contract header level to CLOSED.</p> <p>Contracts or awards that are set to CLOSED are removed from processing and views, but the historical award data is still available to query.</p> <p>Click the Look up Contract Status button.</p> 
7.	<p>Click the CLOSED link.</p> 
8.	<p>Click the Save button.</p> 
9.	<p>You have successfully completed <i>Closing a Contract</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Close a customer contract <p>End of Procedure.</p>

3.4 Closing a Grant Project

After you close a customer contract, the next step is to close any projects that are associated with the award. You can access the Project from the Contract General Information component. When the project(s) associated with a grant is closed, no more transactions can be processed against the grant project. This is done by changing the status of the project to "Closed".

Training Guide

GR220 Managing Grant Customer Contracts


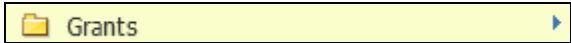




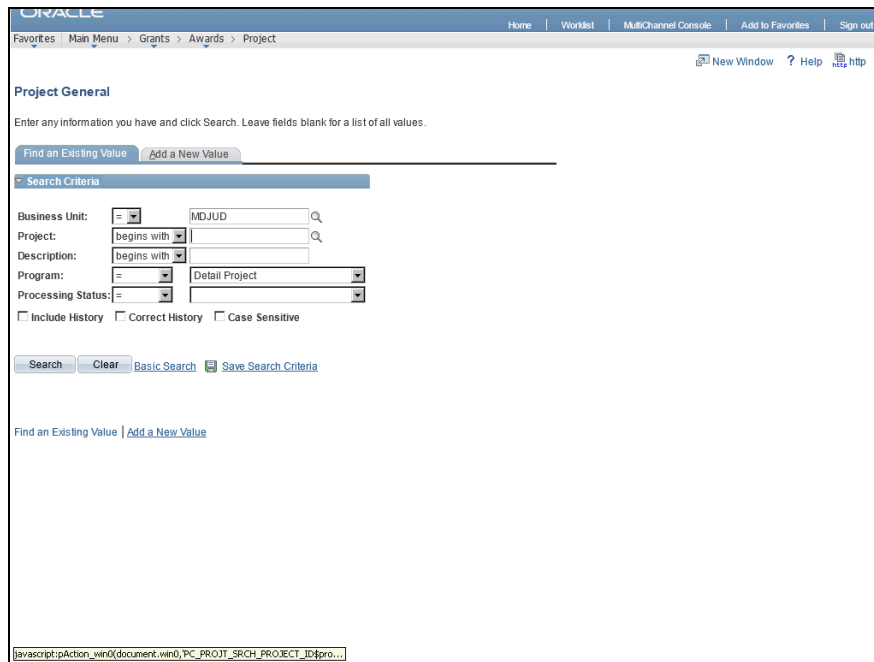
After completing this topic you will be able to:


- Close a grant project

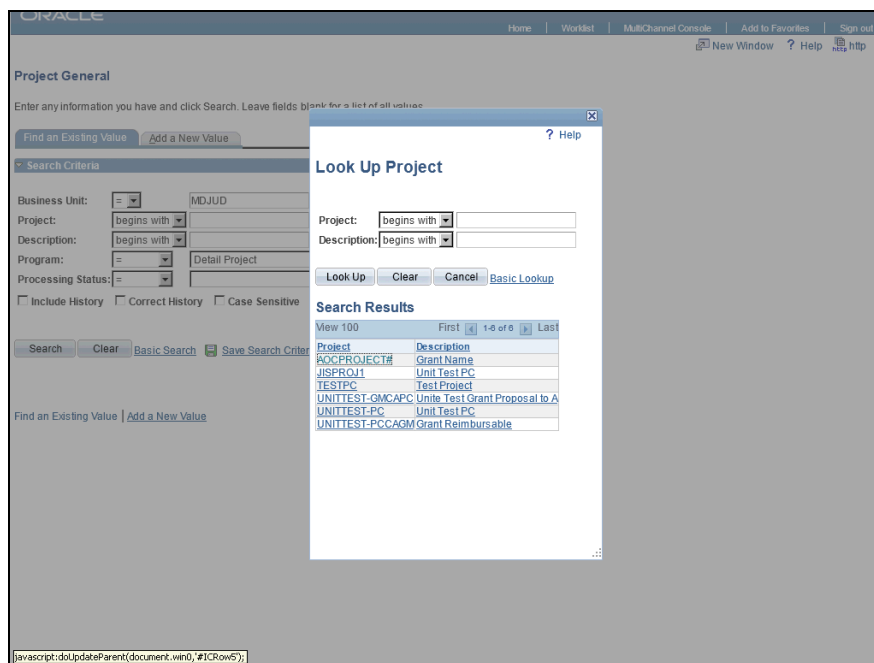
Procedure

In this topic the Project associated with the Grant will be closed to reject any further transactions against it.

Step	Action
1.	<p>After you close out the contract, the next step is to close any projects that are associated with the award by navigating to the General Information page.</p> <p>Click the Main Menu button.</p> 
2.	<p>Click the Grants menu.</p> 
3.	<p>Click the Awards menu.</p> 
4.	<p>Click the Project menu.</p> 



Step	Action
5.	Click the Look up Project button. 


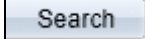


Project	Description
AOCPROJECT#	Grant Name
JISPROJ1	Unit Test PC
TESTPC	Test Project
UNITTEST-QMCAPC	Unit Test Grant Proposal to A
UNITTEST-PC	Unit Test PC
UNITTEST-PCCGM	Grant Reimbursable

Training Guide

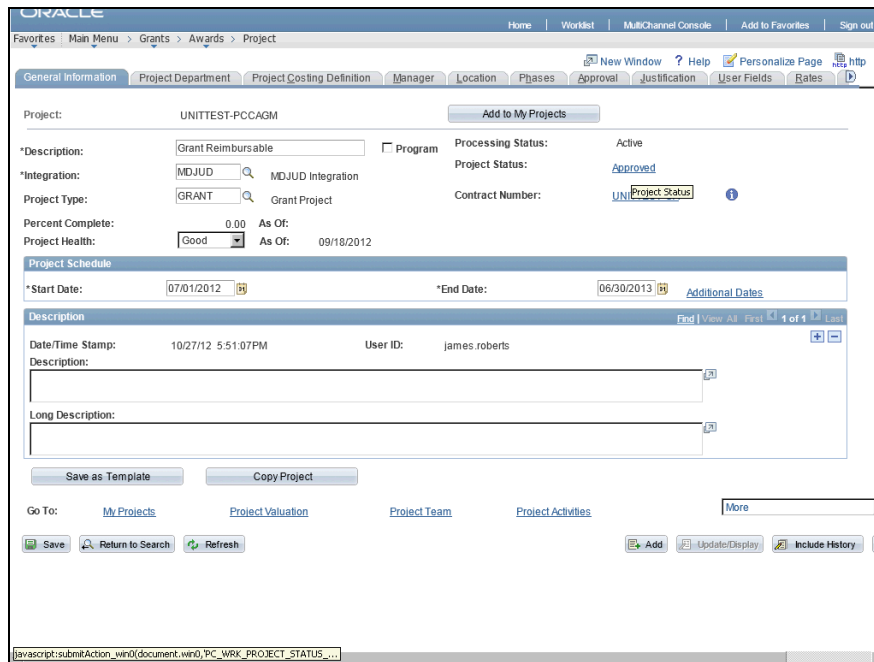
GR220 Managing Grant Customer Contracts




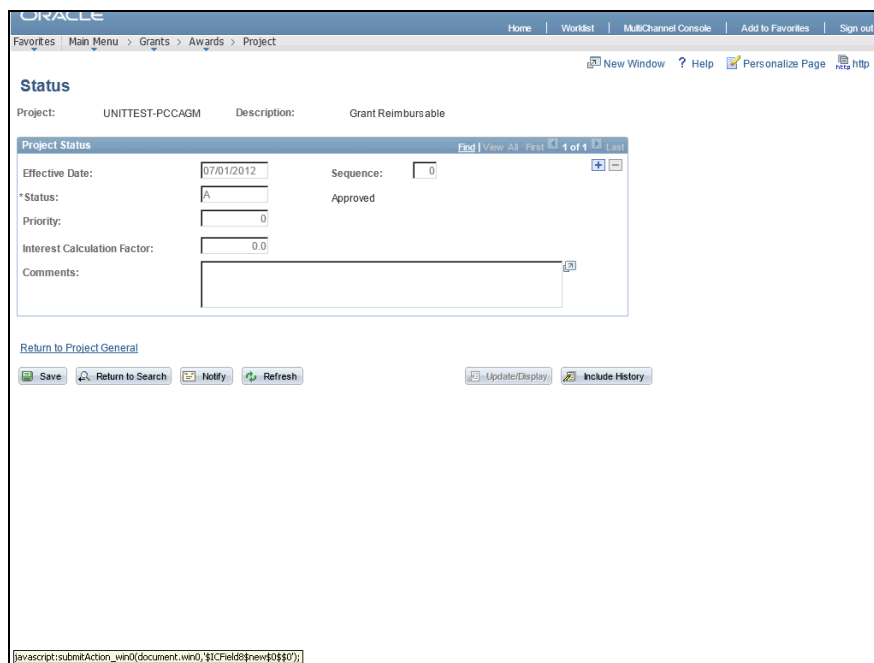
Step	Action
6.	Click the UNITTEST-PCCAGM menu. 
7.	Click the Search button. 

The screenshot shows the Oracle PMS 'General Information' page for project 'UNITTEST-PCCAGM'. The page includes tabs for General Information, Project Department, Project Costing Definition, Manager, Location, Phases, Approval, Justification, User Fields, and Rates. The 'General Information' tab is active, displaying fields for Project Description (Grant Reimbursable), Integration (MDJUD), Project Type (GRANT), Percent Complete (0.00), Project Health (Good), Processing Status (Active), Project Status (Approved), and Contract Number (UNITTEST-PCCAGM). Below these fields is a 'Project Schedule' section with Start Date (07/01/2012) and End Date (06/30/2013). The 'Description' section shows a date/time stamp (10/27/12 5:51:07PM) and user ID (james.roberts). At the bottom, there are buttons for 'Save as Template', 'Copy Project', 'Go To' (My Projects, Project Valuation, Project Team, Project Activities), and 'More'.

Step	Action
8.	The General Information page displays. Use the General Information page to close a project associated with an award.



Step	Action
9.	Click the Approved link. 



Training Guide

GR220 Managing Grant Customer Contracts



Step	Action
10.	Use the Status page to set the Status field to Closed. A closed project does not appear in prompt lists in GEARS feeder systems.



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Grants > Awards > Project
 New Window ? Help Personalize Page http

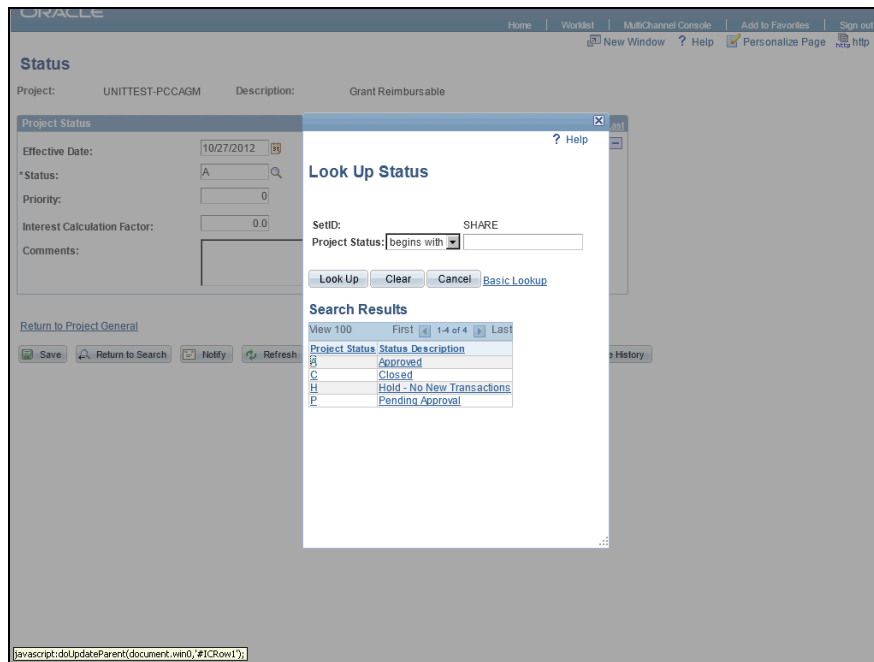
Status
 Project: UNITTEST-PCCAGM Description: Grant Reimbursable

Project Status Find | View All First 1 of 1 Last
 Effective Date: 07/01/2012 Sequence: 0
 *Status: A Approved
 Priority: 0
 Interest Calculation Factor: 0.0
 Comments:

[Return to Project General](#)
 Save Return to Search Notify Refresh Update/Display Include History

javascript:submitAction_win0(document.win0,`\${CField8}new\${0}\$0`);

Step	Action
11.	Click the Add a new row at row 1 button. 
12.	Click the Look up Status button. 



Status
 Project: UNITTEST-PCCAGM Description: Grant Reimbursable

Project Status
 Effective Date: 10/27/2012
 *Status: A
 Priority: 0
 Interest Calculation Factor: 0.0
 Comments:

Look Up Status
 SetID: SHARE
 Project Status: begins with

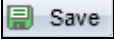
Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1-4 of 4 Last

Project Status	Status	Description
A	Approved	
C	Closed	
H	Hold - No New Transactions	
P	Pending Approval	

Return to Project General
 Save Return to Search Notify Refresh

[javascript:doUpdateParent(document.window,'#TCRow1');]

Step	Action
13.	Click the Closed link. Closed
14.	Click the Save button. 
15.	Notice that the Project Status is now Closed . Click the Return to Project General link. Return to Project General

Training Guide

GR220 Managing Grant Customer Contracts



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Grants > Awards > Project

New Window ? Help http

Project General

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [=] MDJUD

Project: [begins with] UNITTEST-PCCAGM

Description: [begins with] Grant Reimbursable

Program: [=] Detail Project

Processing Status: [=] Active

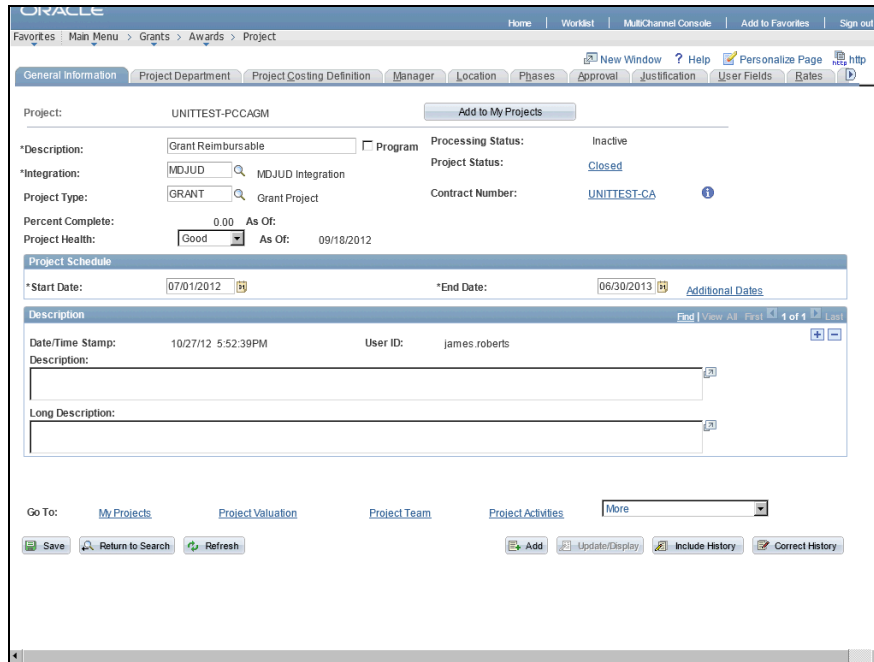
☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.

Find an Existing Value | Add a New Value

Step	Action
16.	Click the Processing Status list. Active
17.	Click the Inactive list item. Inactive
18.	Click the Search button. Search



Step	Action
19.	Verify that the Processing Status field is set to <i>Inactive</i> and the Project Status field is set to <i>Closed</i> .
20.	<p>You have successfully completed <i>Closing a Project</i>.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Close a project <p>End of Procedure.</p>

Course Summary



Congratulations!

You have successfully completed the *GR220 Managing Grant Customer Contracts* course. In this course, you have learned how to:

- Update a customer contract (reimbursable grant)
- Review activity and information related to a grant including budget and revenue amounts, actual costs and contract details
- Close and reconcile grant contracts, projects and related billing and revenue plans

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov (<mailto:gears@mdcourts.gov>).